



Proposal Submission Service User Manual

02/06/2014



**European
Commission**

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Revision History

Date Updated	Reason for Revision	Revision(s) Made	Revision Version
04/04/2014	Obsolete info about annex forms formatting limitations.	Complete update of section 4.5. UPLOADING THE ANNEX FORMS	1.1
10/04/2014	General review	<ul style="list-style-type: none"> ✓ Update of section 4.5. UPLOADING THE ANNEX FORMS ✓ Glossary updates ✓ Terminology updates throughout the document ✓ Update on adding partners/contact persons in Step 4 of the Wizard ✓ Added references to 1/2-stage calls 	1.2
26/05/2014	New features and enhancements in version 1.7	<ul style="list-style-type: none"> ✓ Described the option to update contact person's role and access rights in Step 4 of the Wizard ✓ Updated content, including section <i>Roles: Proposal Coordinator, Partner, Contact Person</i>, with notes and info on changing main contact details ✓ Adjusted the content after various functional improvements and fixes in the Wizard functionalities ✓ Added notes about cases with specific contact roles for some calls (Principal Investigator, Main Host Institution Contact, etc.) including section <i>Roles: Proposal Coordinator, Partner, Contact Person</i> ✓ Added section <i>APPENDIX C: CALLS WITH SPECIFIC CONTACT ROLES</i> to address cases with specific contact roles for some calls (Principal Investigator, Main Host Institution Contact, etc.) ✓ Updated section <i>INTRODUCTION > Document scope and Structure</i> ✓ Updated the Glossary after business side feedback 	1.3

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CHAPTER 1: INTRODUCTION

The European Commission's Online Submission Service (hereinafter referred to as 'Submission Service') is designed to automate the documentation submission process for organisations and individuals interested in submitting proposals for funding under various EC program initiatives.

Document Scope and Structure

The purpose of the Proposal Submission Guide is to describe how beneficiaries can prepare and submit a Proposal using the Submission system. The document also provides additional reference information about the Service, as well as troubleshooting and configuration advice.

The following sections of information are available:

- *CHAPTER 1: INTRODUCTION* provides information and links to the relevant resources, a high level description of what you will need to prepare prior to your submission, a list of user actions, and contact and support information.
- *CHAPTER 2: SUBMITTING YOUR PROPOSAL THROUGH THE ONLINE SUBMISSION SYSTEM* provides step-by-step guidance on how to submit your information using the Commission's online system.
- *CHAPTER 3: REFERENCE GUIDE TO SCREENS, ROLES & ACCESS TO USER ACTIONS* describes the screens and the basic tasks you can perform using the system, as well as a description of the user roles in the system.
- *APPENDIX A: TROUBLESHOOTING, COMPATIBILITY & CONFIGURATION ISSUES* provides general information on common issues and solutions relating to system compatibility, configuration, and troubleshooting.
- *APPENDIX B: REGISTRATION* provides instructions on how to register a new account with the European Commission Authentication Service (ECAS).
- *APPENDIX C: CALLS WITH SPECIFIC CONTACT ROLES* contains examples and guidelines related to rare cases with calls that require specific contact roles in the proposal submission process.
- The *GLOSSARY* section contains descriptions of the most common specialised terms that you might come upon in this document.

The Proposal Submission Process

Learning about the EC Grant Proposal Process

It is very important that you familiarize yourself with the overall research and innovation grant process by first consulting the [HOW TO PARTICIPATE](#) page on the Participant Portal. There you will find a wealth of information including the [Horizon 2020 Online Manual](#), numerous [Reference Documents](#), the [Beneficiary Register](#), a [Financial Capacity Self-Check](#), as well as important information on the participation of [Micro, Small and Medium Enterprises \(SMEs\)](#). Please read through all these resources prior to starting your Submission process.

Proposal Submission Preparatory Checklist

In preparation for your online application submission process, you must go through the following steps:


1. Decide on the funding opportunity that you want to apply for. [Funding Opportunities](#) are categorised as Work Programmes, Calls, Topics and Types of Actions. Programmes are listed under the Horizon 2020 title.
2. Select your Partners. Most calls require a consortium of three organisations. Relevant information can be found on the [Participant Portal](#).
3. Register as a user in [ECAS](#) (the European Commission Authentication Service). For instructions also see Appendix B at the end of this document.
4. Your organisation and your Partner organisations must register in the [Beneficiary Register](#) through the [Participant Portal](#) and receive a Participant Identification Code (PIC). Additional information is available in the [Beneficiary Register Manual](#).

Quick Steps to the Online Submission Process

The following basic user actions are involved in the online submission process. Refer to Chapter 1 for the detailed step-by-step procedures.

1. *Login* to the Participant Portal and *Select your Topic*
2. *Create Draft* of your proposal
3. *Manage Your Related Parties*
4. *Edit Proposal* draft form, download templates, complete all required information, upload files and submit your proposal
5. Following submission, you can *re-edit*, *download* or *withdraw* your proposal
6. Invite Partners to the process

Accessing Your Draft and Submitted Proposals

You can access your saved proposal drafts as well as your submitted proposals at any time, from the [My Proposals](#) page in the Participant Portal (you must be logged in). Alternatively, you can access your proposals from the [My Organisations](#) page in the Participant Portal using the  action button for the organisation.

Contact and Support

For questions on any aspect of grant applications and the EU Research Framework Programmes, including beneficiary registration and data updates, please refer to the [Horizon 2020 Helpdesk](#).

For any IT-related problems that you might experience with the Submission system, please contact the [Research IT Helpdesk](#).

Once you have started the submission process, additional contact information is available at the bottom of the submission page.

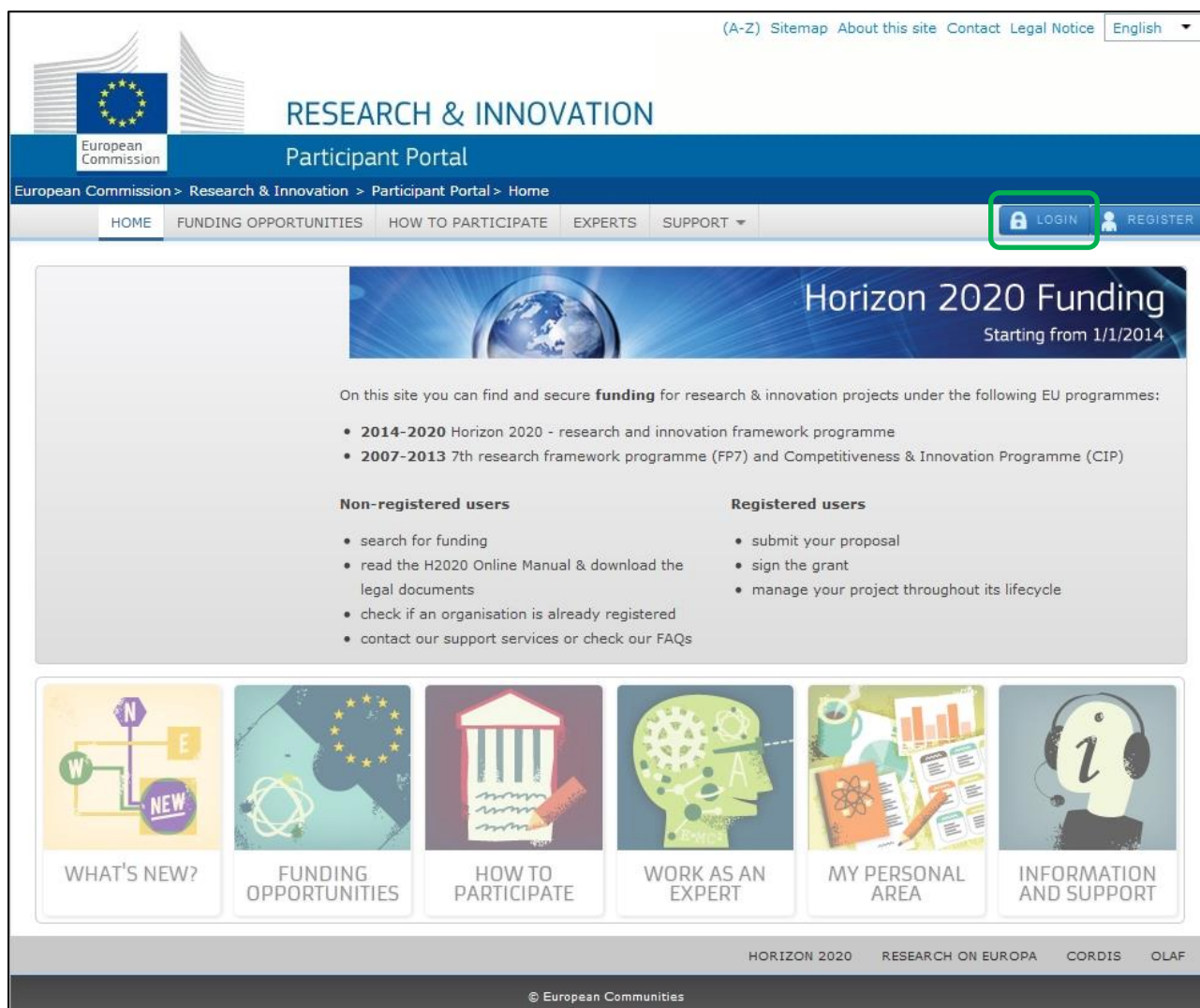
CHAPTER 2: SUBMITTING YOUR PROPOSAL THROUGH THE ONLINE SUBMISSION SERVICE WIZARD

Once you have your ECAS username and password, your PIC and your Partners' PICs, you can start the submission process by logging in to the Participant Portal and using the European Commission's online Submission Service Wizard.

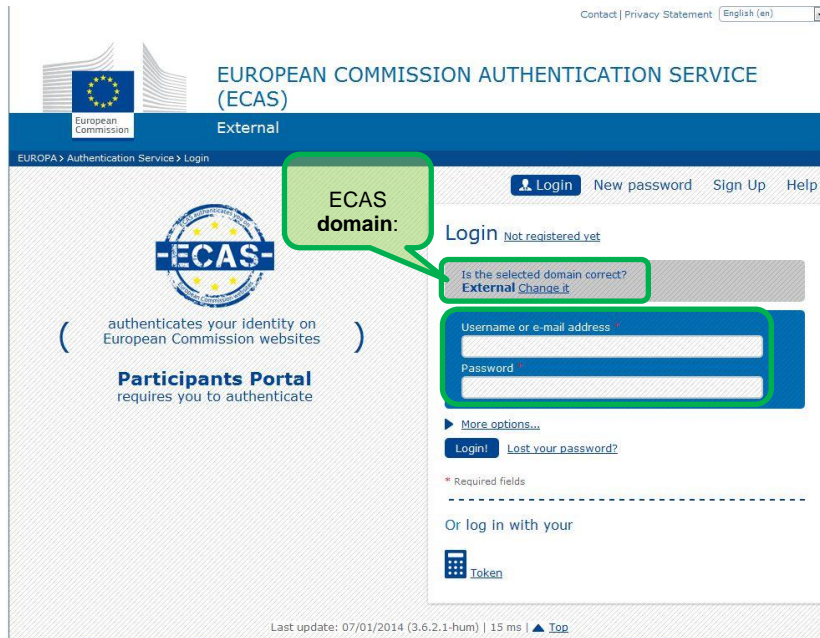
USER ACTION #1: Log In & Select Your Topic

To log in and select your call, perform the following steps:

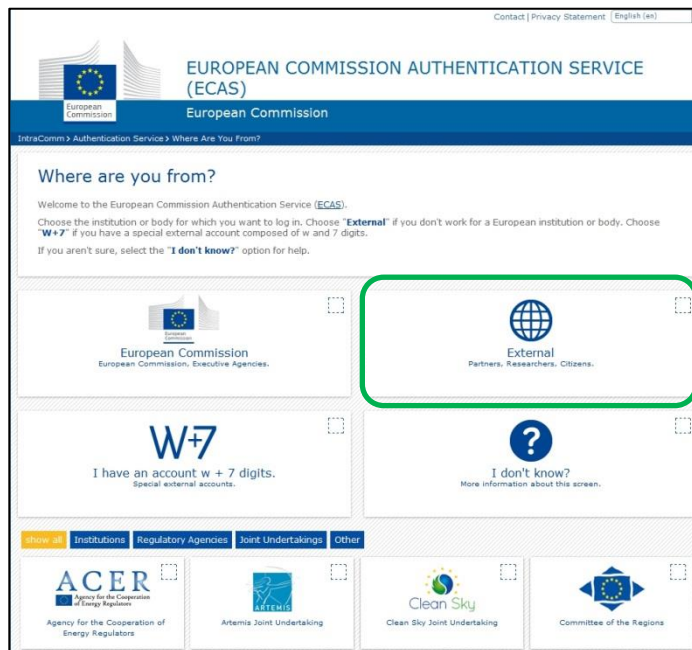
1. Go to the Participant Portal:
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



2. Click . You will be prompted to authenticate through the ECAS login screen:



3. Make sure that the domain shown is **External** – as shown in the visual example above.
4. If this is not the case, click the **[Change it]** link.
5. In the domain selection screen that opens, select the **External** option, as indicated in the visual example below:



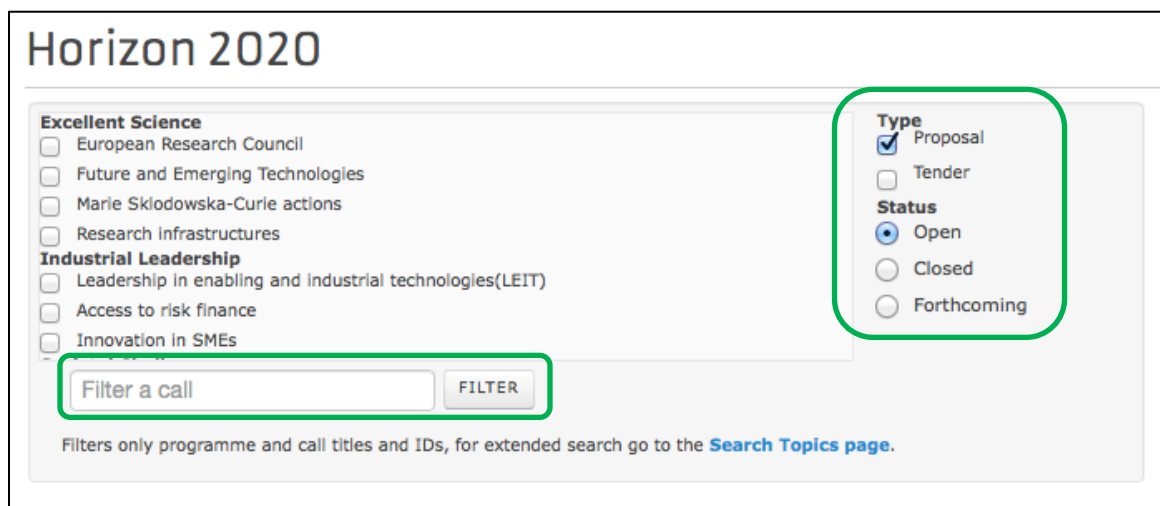
The system will return you to the ECAS login screen.

6. In the ECAS login screen (as shown in step 2 above), provide your ECAS user name and password to login to the online Submission Service.
7. Once logged in, you will need to select the Call Topic for which you will submit your proposal. (Note: A Programme comprises many Calls and each Call can have one or more Topics. A submitted proposal is always for one Topic.)

To find and select a Call Topic, click on Funding Opportunities:



8. Scroll through the list of Work Programmes listed under the title Horizon 2020.



You filter the results list in the following ways:

- a. To sort the results by type and/or status, select from the respective options on the right-hand side of the filtering panel
- b. To search by a key word, type a relevant word in the "Filter a call" field to search by, and click



9. Check the box for the Programme of your preference and you will then see its respective Calls appear underneath:

The screenshot displays the Horizon 2020 search interface. At the top, the title 'Horizon 2020' is visible. Below it, there are two main filter sections: 'Excellent Science' and 'Industrial Leadership'. The 'Excellent Science' section has three checkboxes: 'European Research Council' (checked), 'Future and Emerging Technologies', and 'Marie Skłodowska-Curie actions'. The 'Industrial Leadership' section has three checkboxes: 'Leadership in enabling and industrial technologies(LEIT)', 'Access to risk finance', and 'Innovation in SMEs'. To the right of these sections, there are two more filter sections: 'Type' with 'Proposal' (checked) and 'Tender', and 'Status' with 'Open' (selected), 'Closed', and 'Forthcoming'. Below the filters, there is a 'Filter a call' input field and a 'FILTER' button. A note states: 'Filters only programme and call titles and IDs, for extended search go to the [Search Topics page](#).' Below this, there is a 'Sort by' section with four radio buttons: 'Title', 'Call Id', 'Publication Date' (selected), and 'Deadline Date'. The search results are displayed in a grid of three cards. Each card has a red header 'Excellent Science' and a title. The first card is 'Call for proposals for ERC Consolidator Grant' (ERC-2014-CoG) with a publication date of 11/12/2013 and a deadline of 20/05/2014. The second card is 'Calls for proposals for ERC Proof of Concept Grant' (ERC-2014-PoC) with a publication date of 11/12/2013 and a deadline of 01/10/2014. The third card is 'Call for proposals for ERC Starting Grant' (ERC-2014-STG) with a publication date of 11/12/2013 and a deadline of 25/03/2014. At the bottom, a note states: 'In addition to the search facilities, the full list of H2020 Calls can be found [here](#).'

10. Click on the *Call* of your interest to open the *Call Summary*, *Call Documents*, *Get Support* and *Subscribe to Notifications* tab pages for that Call.

Note: At this point you are expected to have familiarised yourself with the information on these pages as part of the preparation phase. The visual examples below show what these screens look like:

CALL FOR PROPOSALS FOR ERC CONSOLIDATOR GRANT

ERC-2014-CoG

Publication date	2013-12-11	Deadline Date	2014-05-20 +17:00:00 (Brussels local time)
Budget	€712,588,727	Main Pillar	Excellent Science
Status	Open	OJ reference	OJ C361/9 of 11 December 2013

[Call description](#) [Call documents](#) [Get support](#) [Subscribe to Notifications](#)

Call summary

ERC Consolidator Grants are designed to support excellent Principal Investigators at the career stage at which they may still be consolidating their own independent research team or programme. This action is open to researchers of any nationality who intend to conduct their research activity in any Member State or Associated Country.

The ERC's frontier research grants operate on a 'bottom-up' basis without predetermined priorities. The call 'ERC-2014-CoG' consists of **one call with a single deadline** applying to each of the three main research domains:

- Physical Sciences & Engineering (Panels: PE1 – PE10),
- Life Sciences (Panels: LS1 – LS9),
- Social Sciences & Humanities (Panels: SH1 – SH6).

The deadline for all domains of this call is **20 May 2014, 17:00:00** (Brussels local time).

The **budget** indicated above is the total budget covering **all domains**.

Please note that the document 'Information for applicants to the Starting and Consolidator Grant 2014 calls' is now available in the 'Call documents' section. The link for the electronic proposal submission system should be made available in February.

Call updates

- 2014-02-19 09:46:44

The submission session is now available for: ERC-CoG-2014(ERC-COG)

Topics and submission service

- [ERC-CoG-2014: ERC Consolidator Grant](#)

CALL FOR PROPOSALS FOR ERC CONSOLIDATOR GRANT

ERC-2014-CoG

Publication date	2013-12-11	Deadline Date	2014-05-20 +17:00:00 (Brussels local time)
Budget	€712,588,727	Main Pillar	Excellent Science
Status	Open	OJ reference	OJ C361/9 of 11 December 2013

[Call description](#) [Call documents](#) [Get support](#) [Subscribe to Notifications](#)

[Download all documents](#)

[ERC documents - ERC Work Programme en](#)
[ERC documents - ERC rules for submission and evaluation en](#)
[Legal basis - Specific Programme H2020 en](#)
[Legal basis - Framework Programme H2020 en](#)
[Legal basis - Rules for Participation en](#)

[Information for applicants to the Starting and Consolidator Grant 2014 calls en](#)

CALL FOR PROPOSALS FOR ERC CONSOLIDATOR GRANT

ERC-2014-CoG

Publication date	2013-12-11	Deadline Date	2014-05-20 +17:00:00 (Brussels local time)
Budget	€712,588,727	Main Pillar	Excellent Science
Status	Open	OJ reference	OJ C361/9 of 11 December 2013

[Call description](#) [Call documents](#) [Get support](#) [Subscribe to Notifications](#)

National Contact Points (NCP) – contact your NCP for further assistance.

Research Enquiry Service – ask questions about any aspect of European research in general and the EU Research Framework Programmes in particular.

IT Helpdesk – contact the Participant Portal IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

Ethics – to ensure compliance with ethical issues, further information is available on the [Participant Portal](#) and on the [Science and Society Portal](#).

European IPR Helpdesk assists you on intellectual property issues.

The European Charter for Researchers and the Code of Conduct for their recruitment

H2020 Online Manual your online guide on the procedures from proposal submission to managing your grant.

CALL FOR PROPOSALS FOR ERC CONSOLIDATOR GRANT

ERC-2014-CoG

Publication date	2013-12-11	Deadline Date	2014-05-20 +17:00:00 (Brussels local time)
Budget	€712,588,727	Main Pillar	Excellent Science
Status	Open	OJ reference	OJ C361/9 of 11 December 2013

[Call description](#) [Call documents](#) [Get support](#) [Subscribe to Notifications](#)

The service of notifications is not available yet. In order to receive timely information about calls and call updates, please subscribe to RSS by clicking on the icon  of the relevant site in the left-hand menu.

Your browser will then constantly monitor the site(s) and inform you of any updates.

11. At the bottom of the *Call Description* tab, you will see the **Topics and submission service**.

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

Horizon 2020
Calls
Search Topics
Call Updates

Other EU Programmes 2014-2020
Research Fund for Coal & Steel
COSME
3rd Health Programme
Consumer Programme

FP7 & CIP Programmes 2007-2013
Calls
Call Updates

Other Funding Opportunities

BIOTECHNOLOGY
H2020-LEIT-BIO-2015-1 Sub call of: H2020-BIOTEC-2014-2015

Publication date	2013-12-11	Deadline Date	2015-02-24 +17:00:00 (Brussels local time)
Budget	€29,600,000	Stage 2	2015-06-11 +17:00:00 (Brussels local time)
Status	Open	Main Pillar	Industrial Leadership
		OJ reference	OJ C361 of 11 December 2013

Call description Call documents Get support Subscribe to Notifications

Call updates

- 2014-01-10 17:07:47

The Part VII. Nanotechnologies, Advanced materials, Advanced manufacturing and processing, Biotechnology of the Horizon 2020 Work Programme (2014-2015) has been uploaded among the documents in the Information Package.

Topics and submission service

- BIOTEC-2-2015: New bioinformatics approaches in service of biotechnology
- BIOTEC-6-2015: Metagenomics as innovation driver

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

© European Communities

Click on the topic that you want to submit a proposal for, then click on the *Submission Service* tab.

Call for proposals for ERC Consolidator Grant

ERC-2014-CoG

Publication date	2013-12-11	Deadline Date	2014-05-20 17:00:00 (Brussels local time)
Total Call Budget	€712,588,727	Main Pillar	Excellent Science
Status	Open	OJ reference	OJ C361/9 of 11 December 2013

Topic: ERC Consolidator Grant **ERC-CoG-2014**

Topic Description Topic Conditions & Documents Submission Service

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

Consolidator Grant [ERC-COG] **START SUBMISSION**

12. Select the *Type of Action* from the drop down menu (usually there is just one *Type of Action*) and then click on the **START SUBMISSION** button to go to step 2.

USER ACTION #2: Create Draft of your Proposal

You are now in the online submission service wizard.

Perform the following steps:

1. Enter either your organisation's PIC, or its name, or select from a previously associated organisation. If you have the entire PIC number you can avoid the search process.

The screenshot shows the 'Create a Draft Proposal' step of the online submission service wizard. The interface includes a progress bar at the top with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT (current), PARTIES, EDIT PROPOSAL, and SUBMIT. The main content area is divided into several sections:

- Step 3: Create a Draft Proposal**
- H2020-EUJ-2014** sidebar with icons for user, funding scheme, currency (€), date/time (THU 10 April 2014 17:00:00 Brussels Local Time), and days left until closure (44).
- Configuration OK** message with a green checkmark and a note about Adobe Reader.
- Create a Draft Proposal** main section with instructions: 'Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory.'
- Your organisation** section with input fields for 'PIC*' and 'Short name*', a list of previously associated organisations (highlighted with a green box), and a 'Search for your organisation PIC' button.
- Your Role** section with radio buttons for 'Main contact' (selected) and 'Contact person'.
- Your Proposal** section with instructions to choose an acronym and a short summary, with input fields for 'Acronym*' and 'Short Summary (max. 2000 characters)*'.

At the bottom, there is a 'cancel' button, a version number (20140206-1527), a service desk email (DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu), and a 'next >>' button.

2. Once you enter the PIC number you will notice that the name field is automatically populated and the address is shown in blue highlight, as indicated on the visual example below.

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

Step 3

Create a Draft Proposal

H2020-EUJ-2014

EUJ-1-2014

RIA

THU 10 April 2014 17:00:00 Brussels Local Time

49 days left until closure

Configuration OK

You're using Firefox 17 on Windows. **Adobe Reader** (version 11.0.5.3) is installed.

For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* 956444445

Short name*

Baird Consulting SCS

956444445 Vieille rue du Moulin-Rouge 20 Uccle, BE VAT:

Organisations you have been previously associated with. Click to select.

PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-Rouge 20
Uccle, BE

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

☒ Main contact

☐ Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count: 0

cancel

Version: 20140206-1527 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

next >>

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3. Select your role – **Main contact** or **Contact person**:

Your Role

Please indicate your role in this proposal

☒ Main contact

☐ Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

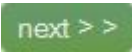
Character count: 7



next >>

You would typically select the top-level role (**Main contact** for most calls) for the Proposal Coordinator organisation during the initial proposal draft creation. If you decide to use the **Contact person** role (or another role if the call uses specific roles – see below), make sure to add the top-level role (**Main contact**) in the next steps **before you submit your proposal**.

Note: For more information about roles in the system, see section *Roles: Proposal Coordinator, Partner, Contact Person* further in this document.

IMPORTANT: Most calls use the standard **Main contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls (e.g. *H2020-MSCA-IF-2014* and *ERC-2014*) may require more specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, **Applicant**, and so on. Calls of this type are pre-configured accordingly so that the proposal submission forms for them contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call. For more information about calls with special roles, see *Appendix C: Calls with Specific Contact Roles* at the end of this document.

4. Fill in the **Acronym** field.
5. Fill in the **Summary** field.
6. Click .

7. You will be presented with the following **Disclaimer** – click  to accept it and proceed, or  to decline it and cancel the proposal submission.

Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Call, topic, type of action; Participant Identification (PIC) code of your Organisation, Acronym, Short Summary, Panels and Keywords. (Step3) and the list of participating organisations (Step4) - can be used by the services in charge for the planning of evaluations.
2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data. The 'Short summary' information is then copied to the "Abstract" field in the administrative form and can be modified there.

If you do not wish any of your pre-registration data to be available to the European Commission/service in charge prior to call closure then please send an email to the Participant Portal Service Desk (address available at the foot of the screen and in the User Guide).

Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

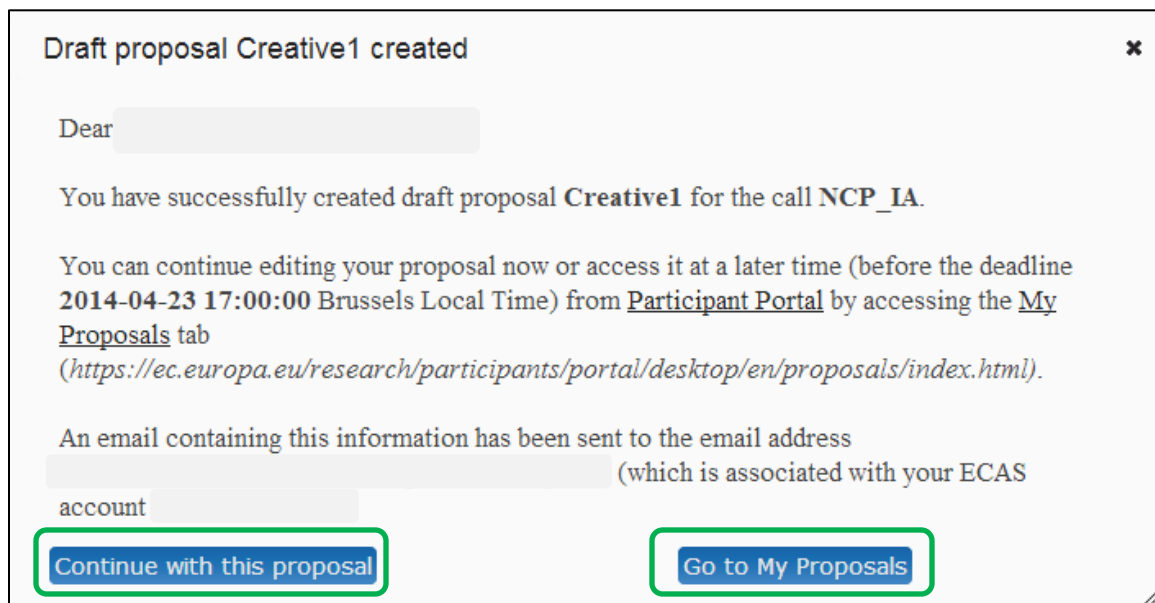
Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

"*Regulation (EC) No 45/2001* of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).



8. You will receive a message on your screen that your draft proposal has been created. You will also receive a confirmation email.



9. Click **Continue with this proposal** to proceed to the next step.

To postpone this action for a later time and return to your list of proposals in the Participant Portal, click **Go to My Proposals**.

USER ACTION #3: Manage Your Related Parties and/or Edit Contact Details

In this step you can add, remove, and manage additional Partners and their contact persons (roles). You can also edit the contact person's details of the main organisation.

Note: You can **only** add Partners for **1-stage calls** or during the **second stage of a 2-stage call** (in 2-stage calls, you submit an outline proposal during the first stage and only the Proposal Coordinator is taking part in this action – additional Partners can be added during the second stage if reached).

1. You will be taken to **Step 4 - Manage your Related Parties**, as shown in the visual example below:

Step 4
Manage Your Related Parties

NCP_IA

ICT-02-2014

IA

WED 23 April 2014 17:00:00 Brussels Local Time

65 days left until closure

Configuration OK

You're using Chrome 24 on Windows. Adobe Reader (version 11.0.5.0) is installed.

For more information, please consult the User Guide.

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1 **Add Partner**

Consortium eligibility

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

Coordinator	Contact

next >>

done Version: 20140206-1527 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

2. The system will advise you of the *Consortium Eligibility* requirements for the minimum number of participants.

Consortium eligibility

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

Note: Before you can invite a Partner, they must already have a PIC (see the *Submission Preparatory Checklist* section above).

3. Click **Add Partner** and a new screen will open, as shown in the visual example below:

Add partner [X]

Search for an organisation

Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

test [search] [clear] [cancel]

4. Enter your Partner's name in the search field and click **search**. You will be presented with the choices that match the name in your search field:

Add partner [X]

Search for an organisation

Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

test [search] [clear] [cancel]

Search results for test

TEST REGISTRATION TEST 1 TEST, DK PIC 998983892 [use]	TEST TEST TEST, DE PIC 947464088 [use]	SZKOLA TEST_test Motowska 43a Warszawa, PL PIC 949101060 [use]
Türbülans Nametica Test Test Test vTest Ankara, TR PIC 948955269 [use]	test test street 40 leuven, BE PIC 949767935 [use]	test test test, ES PIC 953568589 [use]
test-NA-2 Mokotowska Warszawa, PL PIC 947717646 [use]	Test test 1 TEST, NL PIC 947344002 [use]	Test GW 142 Test Street Colchester, UK PIC 947996133 [use]

More results were found. You can:

- refine your search above
- view the complete search results [here](#)

[Click here](#) to register your organisation for a Participant Identification Code (PIC)

5. Once you find your Partner organisation, click the **use** button available for this organisation and the **Add Contact** window will open up.
6. Click on the question mark on the window to learn about the rules

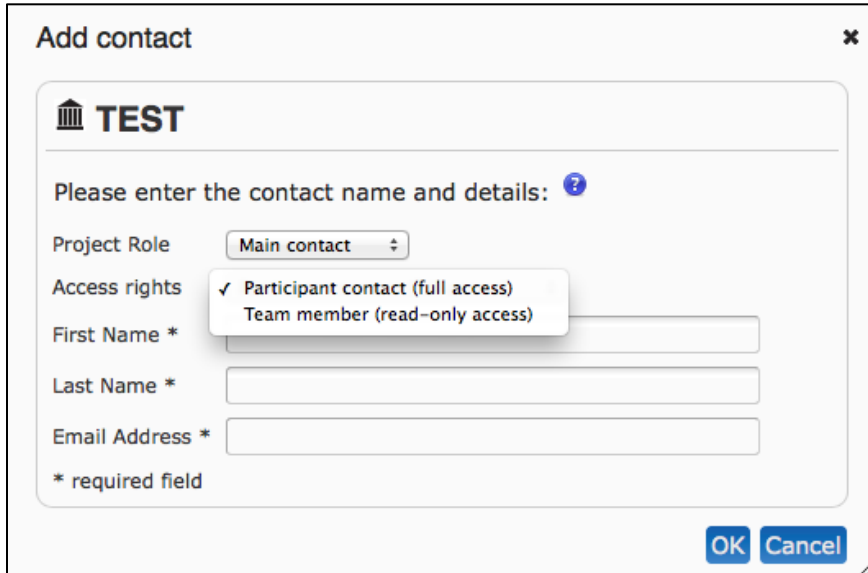
The screenshot shows the 'Add contact' window with a pop-up titled 'Add partner'. The pop-up contains the following instructions:

- For the primary coordinator contact and the first participant contact, the information supplied here is pushed into the administrative forms
- In the forms it is read only, you must return here if you wish to edit it (press "back" on Step 5)
- The email address is mandatory; it is used to both grant access via the ECAS system and to send an email invitation
- You cannot change the email address – please delete the contact and re-add if necessary
- Please ask the contact if they have an existing ECAS account and use the corresponding email where possible
- If they don't have an ECAS account then use the email they supply to you, an ECAS account will be created and an email sent to the contact with details on how to validate

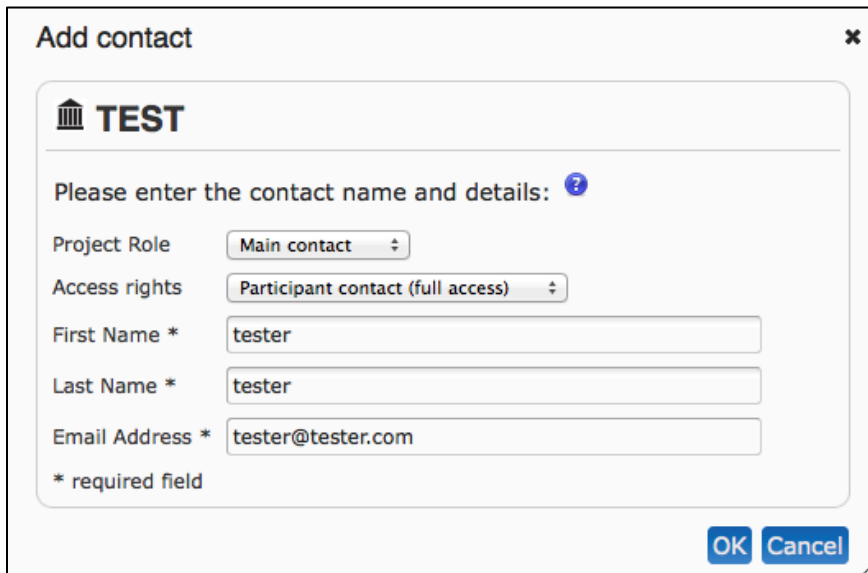
7. Select the project role of the Partner Contact:

The screenshot shows the 'Add contact' window with the 'Project Role' dropdown menu open. The menu has two options: 'Main contact' (selected with a checkmark) and 'Contact person'. The 'Access rights' dropdown is set to 'Participant contact (full access)'. The 'First Name *', 'Last Name *', and 'Email Address *' fields are empty. A legend at the bottom left indicates that '*' denotes a required field. 'OK' and 'Cancel' buttons are at the bottom right.

8. Select the access rights that you want to grant to your Partner contact. Only the person assigned the Main Contact role and having full access rights can submit an application.

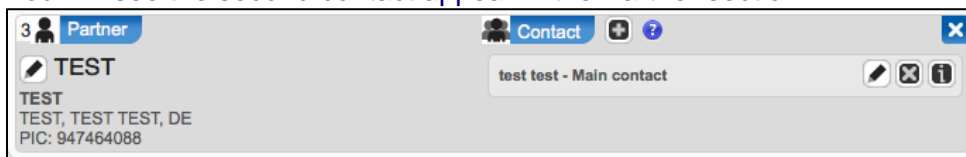


9. Fill in the fields and click OK



Note: If the contact person does not have an ECAS account yet, the system will use the e-mail provided for that contact to send them an invitation and grant ECAS access.








10. You will see the second contact appear in the Partner section



Repeat the same steps for the remaining Partner organisations.

You can perform the following actions for an existing partner company using the buttons described below:



1.  **Delete participant**
Click this button to delete any participant except the coordinator.
2.  **Partner information**
Click this button to see more information about the partner company.
3.  **Add contact**
Click this button to add a new contact to an existing partner company.
4.  **Resend invite to collaborate**
Click this button to re-send the invitation to collaborate in the proposal.
5.  **Edit existing contact**
Click this button to edit an existing contact by clicking the pencil icon (5).
6.  **Delete existing contact**
Click this button to delete an existing contact.
7.  **Contact information**
Click this button to see more information about the company contact. The name field will expand to show the email address and phone number of the contact.

Once you have completed this task, click on **Save Changes** and then click on **next >>** to go to user action step 4.



Note: At this point, the system will automatically generate emails to all the Partner contacts. The emails include all relevant information and links to access the proposal. The Access rights granted to each Partner contact will determine the level of access that the contact will have.

USER ACTION #4: Edit and Complete Proposal Draft Form, download Templates and complete all required information, Upload files, Validate and Submit your proposal

This step is the core of the submission process. You can come to this step by either clicking on [next >>](#), as stated above, or, to access a previously saved draft proposal form, go to **MY AREA > My Proposal(s)** page in the Participant Portal (you must be logged in) and click the **ED** button in the **ACTIONS** column for the respective proposal, as shown in the visual example below:

European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREAHOMEFUNDING OPPORTUNITIESHOW TO PARTICIPATEEXPERTSSUPPORT

IVAN TERZIEV

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

My Proposals

H2020 ONLINE MANUAL

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND

ED Edit Draft

VD View Draft

VS View Submitted

DE Delete Proposal

Show 10 entries

Search

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
H2020	H2020-EUJ-2014	RIA	SEP-2101424 22	SA	Draft	44	<div>EDDE</div>

Showing 1 to 1 of 1 entries.

PREVIOUS

1

NEXT

HORIZON 2020

RESEARCH ON EUROPA

CORDIS

OLAF

© European Communities

EC Proposal Submission Service – User's Guide (02-06-2014)

Page 25 of 85

You have now opened Step 5 of the online submission wizard:

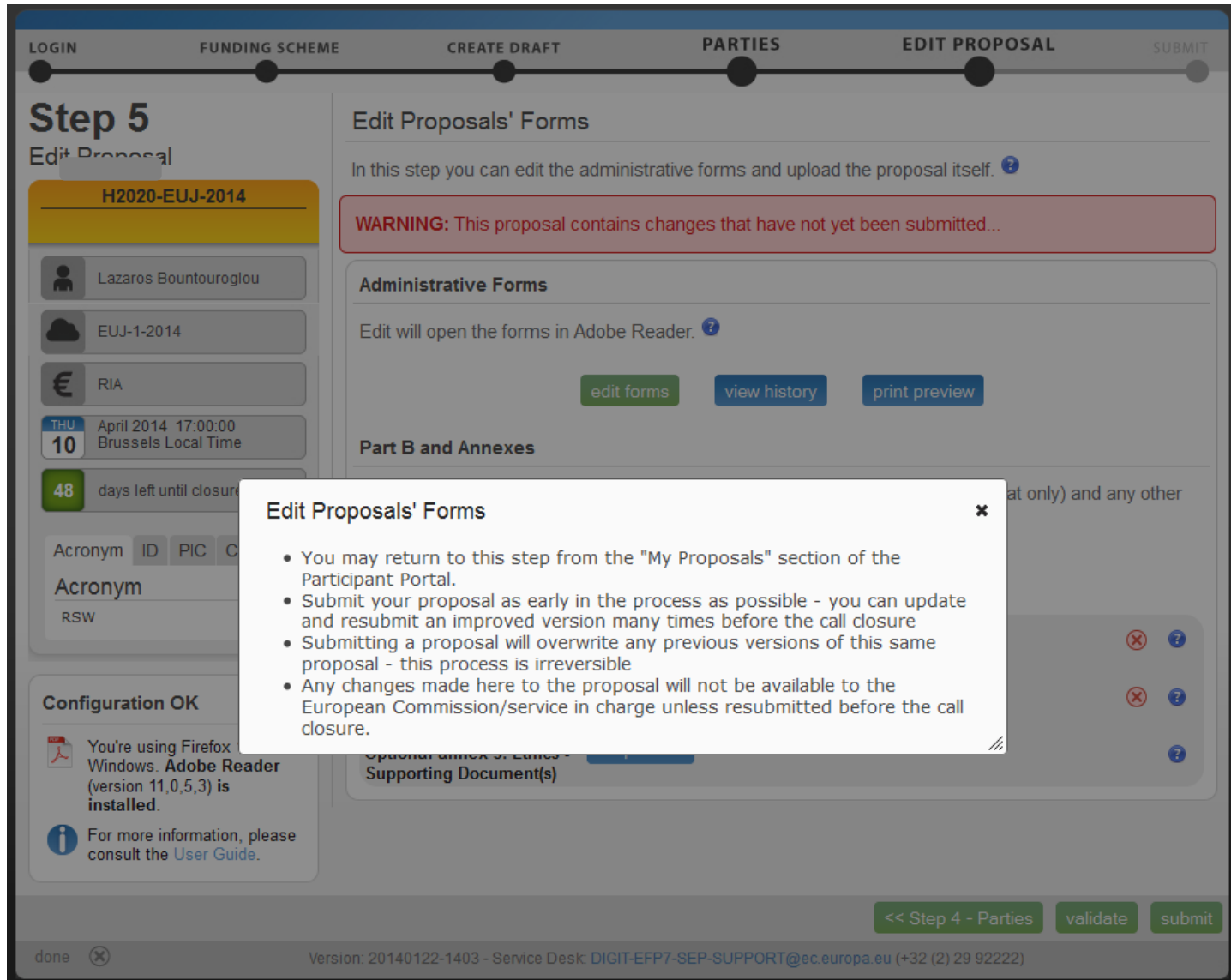
The Action Buttons of the Wizard

The action buttons available on the screen are described in the table below

Button	Description
	Click to open the PDF form that you have to complete.
	Click to view in detail the list of all system and user actions. This function enables: <ul style="list-style-type: none">the Proposal Coordinator to verify that partners have updated their formsPartners to verify that the coordinator has submitted the proposal in a timely fashion.
	Click to open or download and save the proposal locally on your computer.
	Click to download the latest proposal requirements package, in a readily editable (RTF) template. Once completed, you must convert the proposal template into a PDF file.
	Click to upload the respective file. The upload process for the complete set of files can take between a few seconds and a few minutes, depending on the speed of your Internet connection. When the upload is complete, the system displays a confirmation message and creates the respective entry in the history log. Please check the requirements for uploading your files below.

4.1. FAMILIARIZING YOURSELF WITH THE WIZARD AND THE FORM

Click the first  button at the top of the screen to read the general help instructions for editing proposal forms, as shown on the visual example below:

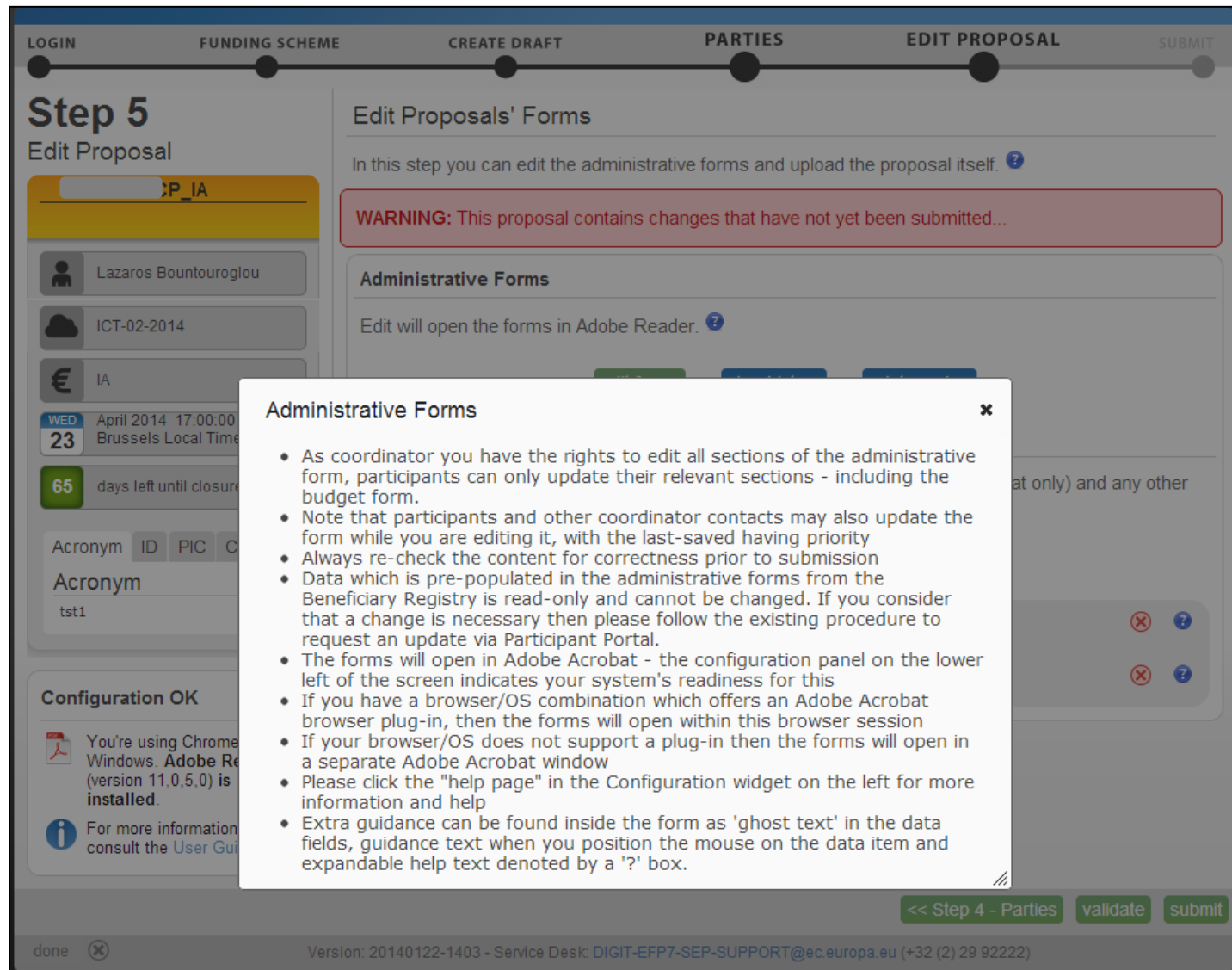


The screenshot shows the 'Edit Proposal' step of the EC Proposal Submission Service. The interface includes a progress bar at the top with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. The current step is 'Step 5: Edit Proposal'. A sidebar on the left displays user information (Lazaros Bountouroglou), funding scheme (EUJ-1-2014), RIA, and a deadline of April 10, 2014, at 17:00:00 Brussels Local Time, with 48 days left until closure. The main content area is titled 'Edit Proposals' Forms' and includes a warning: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below the warning, there are sections for 'Administrative Forms' and 'Part B and Annexes'. A modal window titled 'Edit Proposals' Forms' is open, displaying the following instructions:

- You may return to this step from the "My Proposals" section of the Participant Portal.
- Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure
- Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible
- Any changes made here to the proposal will not be available to the European Commission/service in charge unless resubmitted before the call closure.

The modal window also includes a close button (X) and a help icon (?). The background interface shows buttons for 'edit forms', 'view history', and 'print preview'. At the bottom, there are navigation buttons: '<< Step 4 - Parties', 'validate', and 'submit'. The footer displays the version number 20140122-1403 and the service desk contact information: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222).


Click the  button in the **Administrative Forms** section to read the help instructions for editing the administrative forms of the proposal, as shown on the visual example below:



The screenshot displays the 'Edit Proposal' step of the EC Proposal Submission Service. The interface includes a progress bar at the top with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. The 'EDIT PROPOSAL' step is currently active. On the left sidebar, there is a 'Step 5 Edit Proposal' section with a yellow bar labeled 'P_IA'. Below this, there is a user profile for 'Lazaros Bountouroglou' and a date 'ICT-02-2014'. A 'Configuration OK' message is also visible. The main content area is titled 'Edit Proposals' Forms' and contains a warning message: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below the warning, there is a section for 'Administrative Forms' with a help icon. A modal window titled 'Administrative Forms' is open, displaying a list of instructions for editing administrative forms. The modal includes a close button (X) and a list of bullet points. At the bottom of the modal, there is a 'done' button and a 'Version: 20140122-1403 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)' message. The bottom of the interface features a navigation bar with buttons for '<< Step 4 - Parties', 'validate', and 'submit'.


Step 5
Edit Proposal

Administrative Forms

In this step you can edit the administrative forms and upload the proposal itself. 

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. 

Administrative Forms

- As coordinator you have the rights to edit all sections of the administrative form, participants can only update their relevant sections - including the budget form.
- Note that participants and other coordinator contacts may also update the form while you are editing it, with the last-saved having priority
- Always re-check the content for correctness prior to submission
- Data which is pre-populated in the administrative forms from the Beneficiary Registry is read-only and cannot be changed. If you consider that a change is necessary then please follow the existing procedure to request an update via Participant Portal.
- The forms will open in Adobe Acrobat - the configuration panel on the lower left of the screen indicates your system's readiness for this
- If you have a browser/OS combination which offers an Adobe Acrobat browser plug-in, then the forms will open within this browser session
- If your browser/OS does not support a plug-in then the forms will open in a separate Adobe Acrobat window
- Please click the "help page" in the Configuration widget on the left for more information and help
- Extra guidance can be found inside the form as 'ghost text' in the data fields, guidance text when you position the mouse on the data item and expandable help text denoted by a '?' box.

<< Step 4 - Parties validate submit

done

Version: 20140122-1403 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Click **edit forms** to open the form for editing.

Please see the Compatibility and Troubleshooting section at the end of this document for in depth information on your browser displaying the form in the open browser window or downloading it in your downloads file. If it is downloaded, you can work on the downloaded file offline. **THE DOWNLOADED FORM HAS A TIME STAMP FROM THE COMMISSION'S SERVERS AND IT EXPIRES 13 HOURS AFTER IT IS DOWNLOADED .IF YOU DO NOT COMPLETE, SAVE AND CLOSE THE FORM WITHIN 13 HOURS, YOU MUST DELETE THE OLD FORM, RETURN TO THE WIZARD AND DOWNLOAD A NEW COPY OF THE FORM.** The images below display the form inside the browser window. Whether displayed in a browser window or downloaded to work offline, the functionality of all buttons, fields, and the entire process are exactly the same.

The form may not auto-fit in the size of your currently open window, as shown on the visual example above.

Submission of Proposals - Mozilla Firefox

https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210140911&ticket=ST-3553390-pGtBv7JAMgszJwCsAcsDtml

Forms

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

European Commission - Research - Participants
Proposal Submission Forms
Directorate-General for Research and Innovation

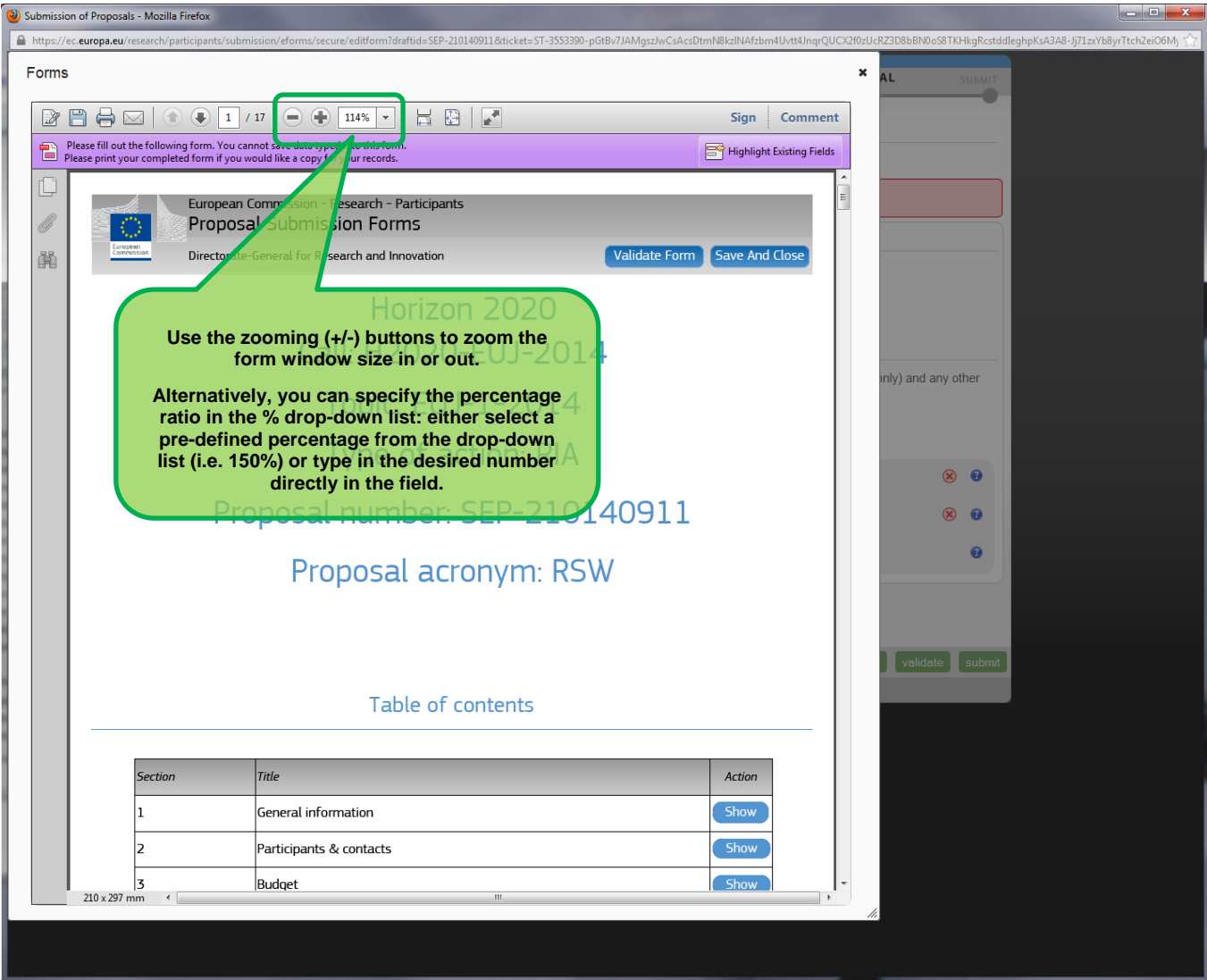
Validate Form

Horizon 2020
Call: H2020-EUJ-2014
Topic: EUJ-1-2014
Type of action: RIA
Proposal number: SEP-210140911
Proposal acronym: RSW

Table of contents

Section	Title
1	General information
2	Participants & contacts

You may need to adjust your window size, or the form size, or both: When adjusting the window size, you will notice that the form has been opened on top of the Submission Wizard.



Use the zooming (+/-) buttons to zoom the form in or out.

Alternatively, you can specify the percentage ratio in the % drop-down list: either select a pre-defined percentage from the drop-down list (i.e. 150%) or type in the desired number directly in the field.

You can also move the mouse cursor to the top of the form and move the form into place as needed.

What You Need to Know about Completing the Form

Who Can Fill In the Form?

The Main Contact (or the top-level role for calls with specific contact roles – see Appendix C at the end of this document) is the only person that can complete the form, including the budget table and all other administrative details. Partners can preview the form and edit their contact detail information.

Click the  button to access the forms.

Read-only Fields

The list of participants and contact persons, the Participant Identification Code (PIC) and the respective summary data of the participants (shown in blue in the form) are read-only fields. To modify the list of participants or contact persons, please go back to Step 4. To modify the legal data of the organisation, please read more about it in this [Data Update](#) section.

Guidance in the Form


If you click on the question marks in blue, you can read more information about the question or section.

Each box of the form contains a short text guiding you on the format, the length and the expected level of information. That text appears when you bring your cursor over the top of the box. Once you click on the text or start editing the information, it disappears automatically.


Navigation in the Form

To view the different sections in the form, you may either use the scroll bar or click on the blue "Show" buttons as seen in the Table of contents.

Validation

The form has built in checks and gives error or warning messages in case fields are not completed. Please click on the  button to check your data. Errors and warnings will be listed at the end of the form. Error fields will be highlighted in yellow, whereas fields with warnings will be highlighted in red. Errors mean that mandatory information is missing (such as the Proposal Title) and the proposal cannot be submitted until these errors are resolved. Warning messages do not block submission, but they indicate missing information that may be important for the proposal and, ideally, these warning messages ought to also be addressed and the information fields ought to be corrected. By clicking on the "Show" button, you can easily get back to the respective fields to correct them.

Saving of the Data

Before closing the form, click on the  button. The save and close function does not validate the information on the form, so it works even if the form is not completely filled in. This will take you back to Step 5, where you can upload the Technical Annex and any additional documents.


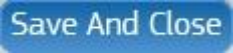
You may return to edit the form as many times as you wish prior to call closure. Any changes saved on the form need to be resubmitted in order to be received by the European Commission and considered for evaluation.

Technical Requirements


The configuration check tool, located on the bottom left-hand side of the submission system, automatically verifies if your system configuration complies with the [minimum requirements](#).

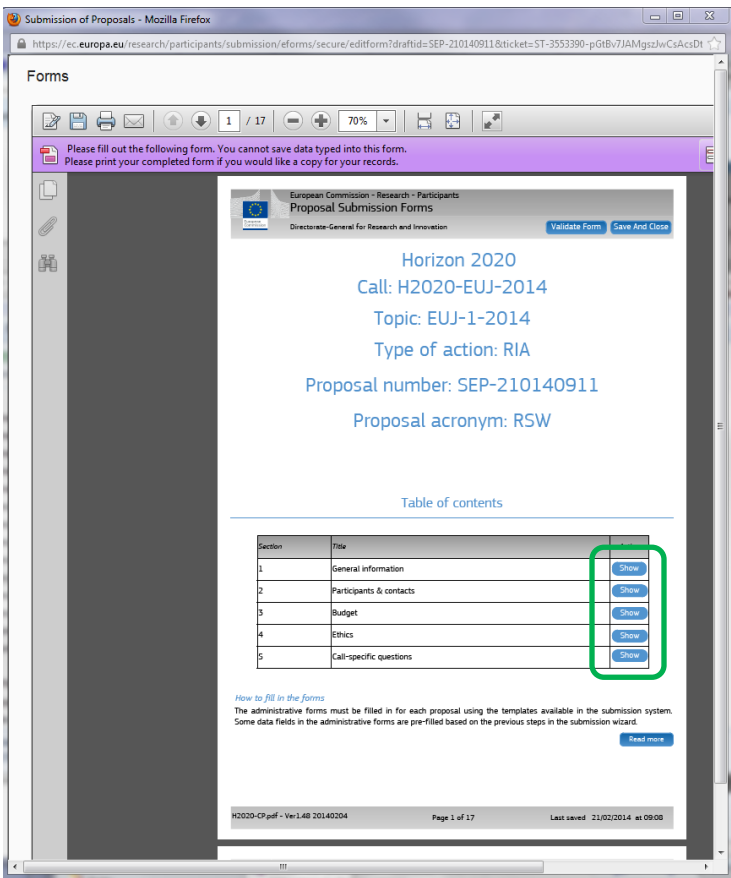
Action Buttons within the Form

Two action buttons in the PDF form help you find and verify the information easily.

Button	Description
	<p>When you click this button, all data fields in the forms will be validated against a set of rules.</p> <p>The system assesses if the available data is valid, checks the data formats, performs computations, and checks interlinked data for consistency.</p> <p>Any issues found in the form are reported at the end of the PDF form.</p>
	<p>Click to save the completed administrative form and close it for editing.</p> <p>You can save your form data even if the form is not completely filled in - you can edit it at any moment prior to the deadline. Save and Close does not validate the data.</p>

4.2. EDITING AND COMPLETING THE FORM

To start completing the form, scroll down or click on the blue  button to navigate to the respective section of your form. This is primarily an administrative form that requires general information, administrative data of participating organizations, budget information by partner, and also Call-specific information.



4.3. FORM VALIDATION, SAVE AND CLOSE

You must click the **Validate Form** button to make sure that your application meets the administrative requirements. The form will run a self check and advise you of any erros or warnings, as per the examples below:

Validations

The following warnings will not block submission of your proposal, but may affect its eligibility during evaluation:

Eligibility warnings

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

Close

The validation errors shown below ...

European Commission - Research - Participants

Proposal Submission Forms

Directorate-General for Research and Innovation

Table Of Contents

Validate Form

Save And Close

Proposal ID SEP-210137892

Acronym Creative1

Validation result

Section	Description	
Declaration	Declaration acceptance is mandatory	Show
Declaration	Declaration acceptance missing	Show
Declaration	Declaration acceptance missing	Show

... are highlighted in the body of the form.

European Commission - Research - Participants

Proposal Submission Forms

Directorate-General for Research and Innovation

Table Of Contents

Validate Form

Save And Close

Proposal ID SEP-210137892

Acronym Creative1

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.

2) The information contained in this proposal is correct and complete.

3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the [European Code of Conduct for Research Integrity](#) — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).

When all errors are corrected, the validation test shows that there are no errors.

European Commission - Research - Participants

Proposal Submission Forms

Directorate-General for Research and Innovation

Table Of Contents

Validate Form

Save And Close

Proposal ID SEP-210137892

Acronym Creative1

Validation result

There are no validation errors.

When all issues are fixed, click the **Save And Close** button. Your form has now been saved on the Commission servers, but it is not yet considered as submitted. Your proposal submission takes place next.

4.4. PART B - DOWNLOADING AND COMPLETING THE ANNEX FORMS

Click on [download templates](#) to download the latest proposal requirements template in a readily editable RTF file.

Step 5
Edit Proposal

H2020-EUJ-2014

Acronym ID PIC Contact
Acronym
SA

Configuration OK

You're using Firefox 17 on Windows. Adobe Reader (version 11.0.5.3) is installed.

For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader.

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

[download templates](#)

Technical Annex Section 1-3 [upload](#)

Technical Annex Section 4-5 [upload](#)

Optional annex 3: Ethics - Supporting Document(s) [upload](#)

The template describes the information that must be included in your application and how to structure that information. You will need to complete this package as thoroughly as possible. You may want to also check with [Enterprise Europe Network](#) and your [National Contacts Point](#) for Assistance (see the *Support* menu of the Participant Portal). It is important that you remain within the file size and page limits that a proposal may have. Once you have completed your proposal based on the downloaded template, you must convert it into a PDF file, which you will then upload as an Annex form of the proposal. This is referred to as Part B of your proposal.

4.5. UPLOADING THE ANNEX FORMS

When you complete the annex forms, you must prepare them for uploading.

A number of limitations and requirements are in place for each of the forms, depending on the call – such as, page size and page limit, document size limit, minimum font size, PDF format conversion issues, etc.

Make sure that you first familiarize yourself with all the specific annex form limitations and requirements in the documentation available in the respective call's information package on the Participant Portal.

The breach of certain limitations, such document size limits, could result in failure of the upload – as a result you may need to amend the documents and upload them again. In the case of exceeding the page number limit, you will be still able to upload the document but all of the excess pages will contain a watermark.

Your proposal will be considered ineligible if any of the forms limitations and requirements are not met.

The following visual example shows a sample Part B form template with detailed instructions on the front page, including limitations for the page limit, font size, and margins:

The screenshot shows a Microsoft Word document with the following content:

**Proposal template
(technical annex)**

Research and Innovation actions
Innovation actions

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion for a full proposal.

⚠ First stage proposals: In two-stage submission schemes, at the first stage you only need to complete the parts indicated by a bracket (i.e. }). These are in the cover page, and sections 1 and 2.

⚠ Page limit: For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

The page limit for a first stage proposal is 15 pages.

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

In the process of completing your annex forms, and prior to uploading them, make sure that your documents comply with the above-mentioned requirements and recommendations, as generally outlined below.

1. **PDF conversion issues and checks.**

- Before you start the conversion to PDF, **clean up** your document - accept all tracked changes, delete internal review notes or comments, check for any formatting issues, and so on. The document to be converted to PDF must **only** contain the final, "clean" content.
- Check that your PDF conversion software has successfully converted **all the pages** of your original document (e.g. check for any problems with page limits, tables, graphics or footnotes).
- Check that your PDF conversion software has not cut down pages with **landscape** orientation to fit them into **portrait** orientation format.
- Check that **captions** and **labels** have not been lost from your diagrams.
- **Embed all fonts** in the PDF file (math symbols, non-Latin alphabet text, etc.).

2. **Limitations in document page number, font size, and page margins.** Each form template, depending on the specific call, may impose certain limitations in the document formatting with regard to the maximum number of pages in the document, the minimum/maximum font size allowed, and/or the minimum margins you must allow for in the page layout.

Always make sure to check and apply the guidance for the specific call, available on the Participant Portal, as well as the instructions at the beginning of the annex form templates for each specific call.

If you attempt to upload an annex form that contains more pages than the specified limit, you will **not** get an error message during the upload process. However, when you attempt to **Validate** the uploaded document, the system will display a warning message, advising you to shorten and re-upload the proposal in order to allow for it to be qualified as eligible - as shown in the visual example below:



In addition, if before the deadline the number of pages in one of the uploaded documents still exceeds the allowed limit, you will receive an automatic Eligibility Warning advising you to shorten and re-upload the proposal, as shown in the visual example below:

Eligibility warnings

1 Your proposal was submitted with the following eligibility warnings:

Eligibility warnings

- The file sep_usermanual_V3.2.2.pdf (Technical Annex Section 1-3) contains 37 pages, the guide for applicants states that the document should contain no more than 15 pages

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

1000 characters left

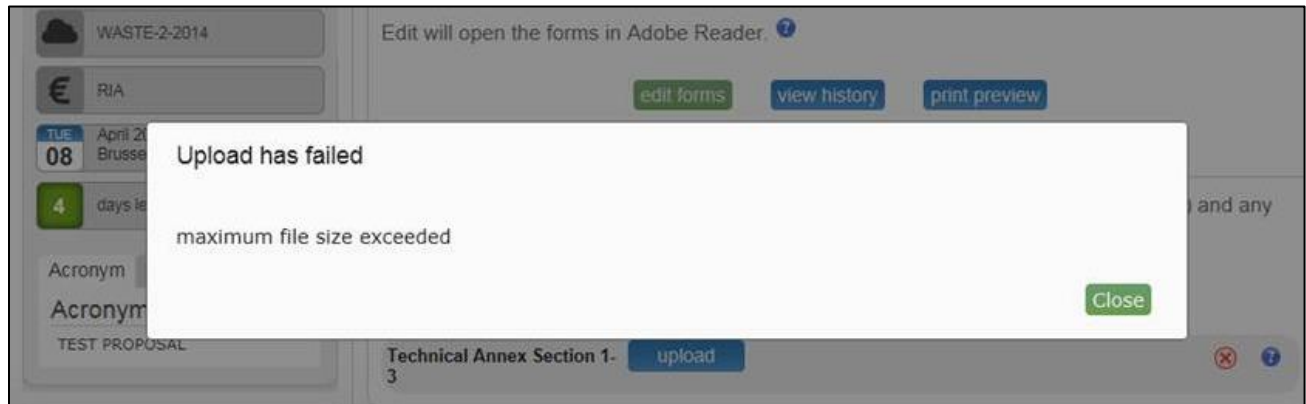
OK

After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded, as shown in the visual example below:



3. **Document file size.** The allowed file size of annex forms may be limited too. Check the guidance documentation available in the call's information package on the Participant Portal.

When the document file size exceeds the allowed limit, the system will display an error message immediately during uploading, as shown in the visual example below:



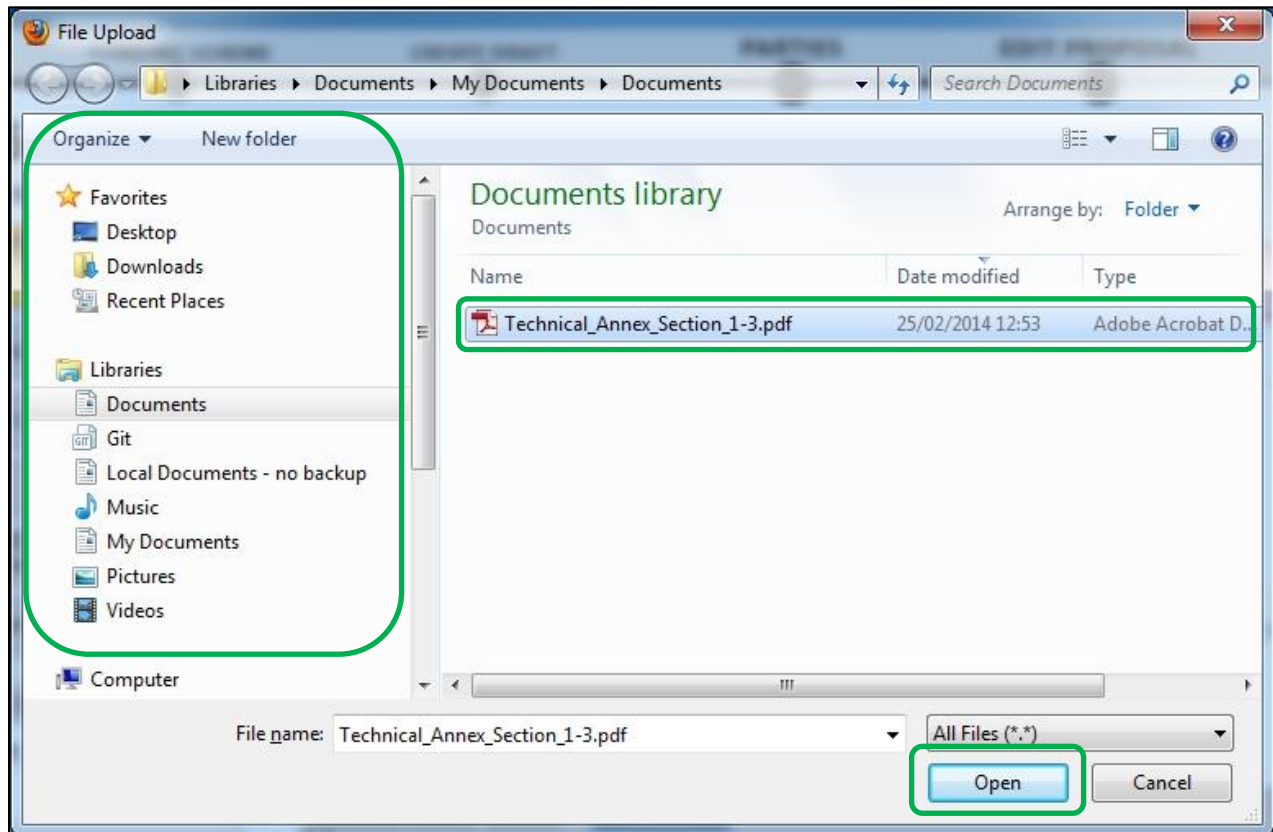
4. **Graphical resolution.** Use a **maximum resolution of 300 dpi** for all graphics and text (photocopy quality). This can dramatically reduce the PDF file size.
5. **Printer-friendliness.**
- Proposals will be printed out in black-and-white colour on plain A4 paper. If you have used other colours in your annex forms, make sure that they are correctly interpreted and visible as nuances of grey in the output PDF file.
 - Ensure that printing is done at 300 dots per inch and that no scaling is applied to make the page "fit" the window. Print a test copy of your PDF files before uploading them.
6. **Document file name and security.**
- Ensure that the annex forms file names contain alphanumerical characters only (A-Z, 0-9).
 - Do not protect the files to upload with a password.
7. **Post-upload verification.** Once you upload your files, check their quality - download them to check whether the file transfer was successful and if the file is complete. If not, make the necessary corrections and upload again.

Note: If the Commission encounters a problem when opening or printing the file, the complete proposal will be considered ineligible.

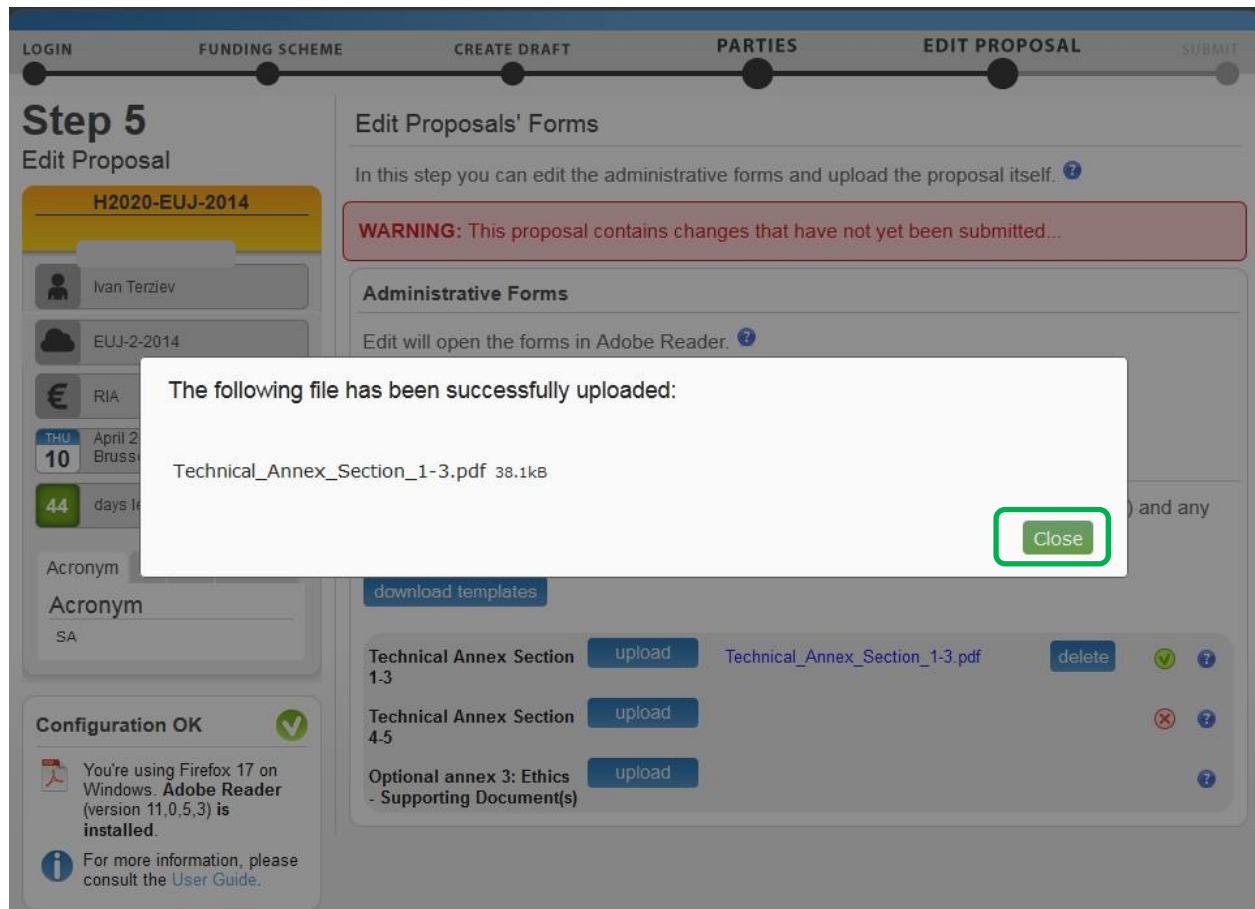
Once the downloaded templates have been completed and are ready to upload:

1. Click the **upload** button for the respective document in Step 5 of the Submission Wizard.

2. Select the file to upload from the **File Upload** window. If your file has blank spaces in its name, the system will upload it filing the blank spaces with "_".

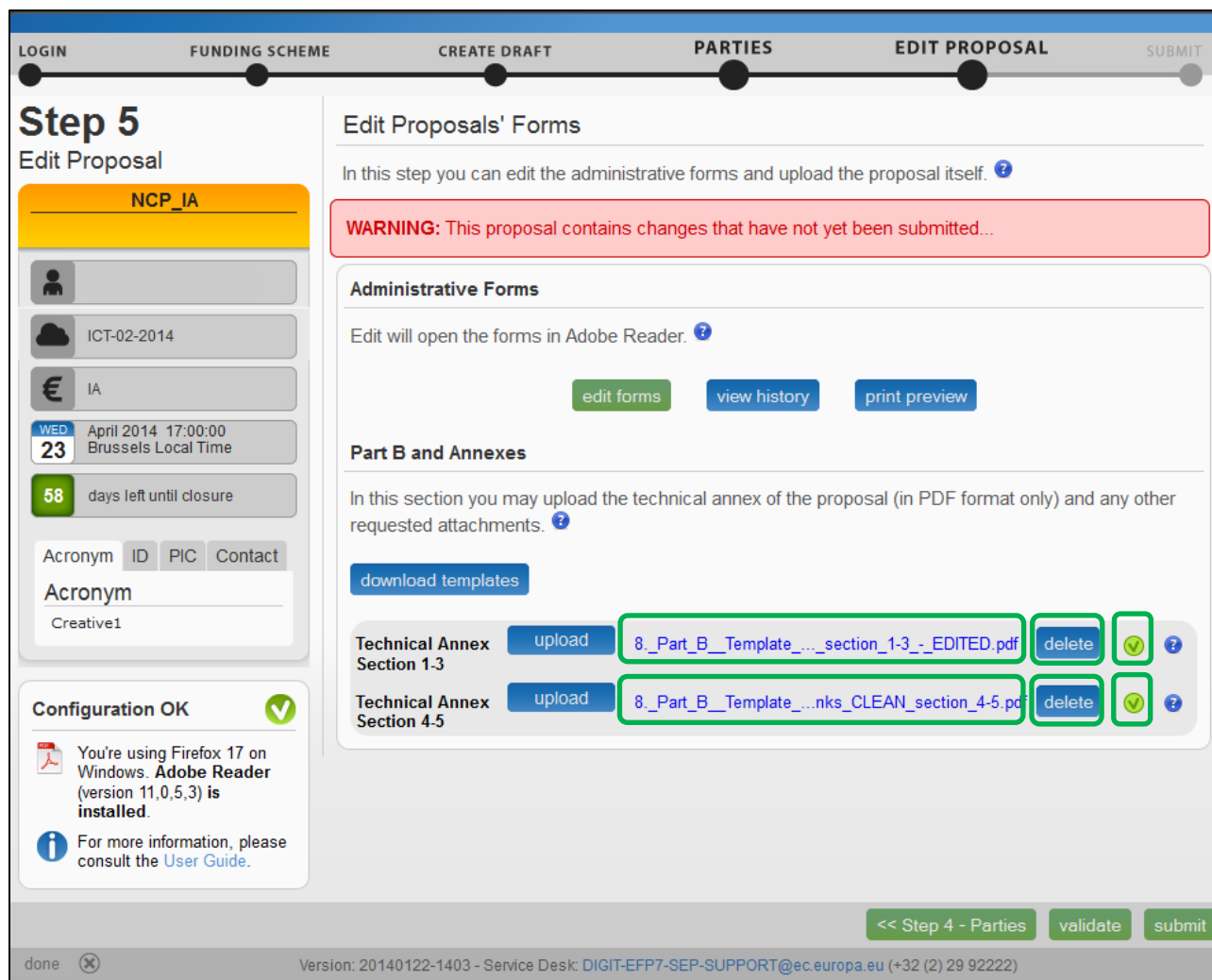


3. Click **Open**. A confirmation message will appear:



Note: If the file uploaded is not in a valid PDF format, the system will show an error message instead of a confirmation.

4. Click **Close**. The uploaded file will be shown in the list and a green check mark  will appear next to it, as shown in the visual example below:



The screenshot shows the 'Edit Proposal' interface. The top navigation bar includes 'LOGIN', 'FUNDING SCHEME', 'CREATE DRAFT', 'PARTIES', 'EDIT PROPOSAL', and 'SUBMIT'. The main heading is 'Step 5 Edit Proposal'. On the left sidebar, there's a yellow 'NCP_IA' button, a user profile icon, 'ICT-02-2014', 'IA', a date/time stamp 'WED 23 April 2014 17:00:00 Brussels Local Time', '58 days left until closure', and a table with columns 'Acronym', 'ID', 'PIC', and 'Contact'. The 'Acronym' row shows 'Creative1'. Below this is a 'Configuration OK' status with a green checkmark and a message about Adobe Reader installation. The main content area is titled 'Edit Proposals' Forms' and includes a warning: 'WARNING: This proposal contains changes that have not yet been submitted...'. It has sections for 'Administrative Forms' (with 'edit forms', 'view history', 'print preview' buttons) and 'Part B and Annexes' (with a 'download templates' button). Under 'Part B and Annexes', there are two rows for 'Technical Annex'. The first row is 'Section 1-3' with an 'upload' button, a file name '8_Part_B_Template_..._section_1-3_-_EDITED.pdf', a 'delete' button, and a green checkmark. The second row is 'Section 4-5' with an 'upload' button, a file name '8_Part_B_Template_...nks_CLEAN_section_4-5.pdf', a 'delete' button, and a green checkmark. At the bottom, there are navigation buttons: '<< Step 4 - Parties', 'validate', and 'submit'. A footer bar shows 'done' and 'Version: 20140122-1403 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)'.

5. Optionally, when needed, you can **delete** an uploaded file and upload a new one in its place.

4.6. VALIDATE AND SUBMIT YOUR APPLICATION

You must click the [validate](#) button to make sure that your application meets the requirements. The system will check and advise you of any issues with all the forms, and whether your application meets the requirements of Partners, file sizes, number of pages, etc. Any errors will be displayed as indicated below:

The screenshot displays the 'Edit Proposal' step (Step 5) of the EC Proposal Submission Service. A modal window titled 'Validations' is open, providing feedback on the application. The modal is divided into sections for errors and warnings.

Validations

✖ **Your proposal cannot be submitted until the errors below are corrected:**

Part A Form

- Declaration [view errors \(1\)](#)

Part B and annexes

- Mandatory Technical Annex Section 1-3 is missing
- Mandatory Technical Annex Section 4-5 is missing

⚠ **The following warnings will not block submission of your proposal, but may affect its eligibility during evaluation:**

Eligibility warnings

- Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 2.

Part A Form

- Declaration [view warnings \(5\)](#)
- Ethics [view warnings \(1\)](#)
- General Information [view warnings \(2\)](#)
- Participants and contacts [view warnings \(18\)](#)

[Close](#)

The background interface shows a progress bar with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. The 'EDIT PROPOSAL' step is currently active. On the left sidebar, there is a 'Step 5 Edit Proposal' section with a 'H2020-EUJ-' dropdown, a user profile icon, a calendar showing 'THU 10 April 2014 17:00 Brussels Local', and a '43 days left until cl' indicator. Below this is an 'Acronym' field with 'RSW' entered. At the bottom of the sidebar, there is a 'Configuration OK' message and a note about the Adobe Reader installation.

H2020-EUJ-2

EUJ-1-2014

RIA

THU
10
April 2014 17:00
Brussels Local T

43 days left until close

Acronym ID PIC

Acronym
RSW

Configuration OK

You're using Firefox Windows. Adobe Reader (version 11.0.5.3) installed.

For more information consult the User Guide

done

Your proposal cannot be submitted until the errors below are corrected:

Part A Form

- Declaration

view errors (1)

- Declaration acceptance is mandatory

Part B and annexes

- Mandatory Technical Annex Section 1-3 is missing
- Mandatory Technical Annex Section 4-5 is missing

The following warnings will not block submission of your proposal, but may affect its eligibility during evaluation:

Eligibility warnings

- Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 2.

Part A Form

Declaration

Ethics

General Information

Participants and contacts

view warnings (5)

- Declaration acceptance missing
- Declaration acceptance missing
- Declaration acceptance missing
- Declaration acceptance missing
- Declaration acceptance missing

view warnings (1)

- Declaration - missing entry

view warnings (2)



- Duration - missing entry

Similar Proposal submitted - missing entry

view warnings (18)

- Department Name - missing entry
 - Street - missing entry
 - Town - missing entry
- Postal Code - missing entry
- Country - missing entry
- Main Contact Position - missing entry
- Main Contact Street - missing entry
- Main Contact City - missing entry
- Main Contact Sex - missing entry
- Department Name - missing entry
 - Street - missing entry
 - Town - missing entry
- Postal Code - missing entry
- Country - missing entry
- Main Contact Position - missing entry
- Main Contact Street - missing entry
- Main Contact City - missing entry
- Main Contact Sex - missing entry

Close

When all errors and warnings are corrected, click the  button again to make sure you have not missed anything. Once you get the No Errors validation screen, click on . Your proposal has now been submitted and the system displays a message indicating that the proposal has been received.

The Submitted status will also be shown on the **My proposals** page of the Participant Portal. The system also sends a submission confirmation e-mail to the Proposal Coordinator, containing the details of the submitted proposal. Note that the e-mail could end up in the spam folder or get blocked by the anti-spam system of your organisations, so make sure that you check for it as needed.

The point at which the submission takes effect is the moment when the Proposal Coordinator clicks **submit** without any errors found, and sees the message indicating that the proposal has been received. It is not the point at which the upload of the Annex documents is started. Therefore, if you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit it on time.

You can upload your Annex documents or submit your proposal as many times as you wish prior to the call deadline, but it is strongly advised not to wait until the final moment to perform these operations. Each time you upload a new Annex document, you **must** click **submit**, if you want to save your changes.

USER ACTION #5: The 'Proposal Submitted' Page

Reaching Step 5 means that your proposal has been successfully submitted and therefore sent to the European Commission services for evaluation.

In Step 5 you can perform the following actions, as indicated on the visual example below:

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

SUBMIT

Step 6

Submit

FP7-ICT-2011-9

Test Sep

CSA-SA

TUE

31

December 2013 17:00:00
Brussels Local Time

544 days left until closure

Acronym

ID

PIC

Contact

Draft ID

SEP-200017926

Configuration OK

You're using Firefox 10 on Windows. Adobe Reader (version 9 or above) is installed..

For more information, go to the help page, or read the Starter Manual.

Your proposal has been successfully submitted

Your proposal was submitted on: 05 July 2012 at 12:21:23 (Brussels Local Time) as part of the FP7-ICT-2011-9 call, before the deadline of 31 December 2013 at 17:00:00 (Brussels Local Time). Your project ID is 601791. This number is important and will be used as future reference during the evaluation process.

Revisit your Proposal

You may edit your proposal and re-submit at any time before the deadline of 31 December 2013 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.

A digitally signed and time-stamped version of your submitted proposal can be viewed/down-loaded. Note: this can take from a few seconds to several hours depending on the size of the proposal.

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

re-edit proposal

download

withdraw proposal

Successfully submitted message

Revise proposal

Download proposal

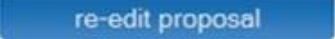
Withdraw proposal

<< back


done

Version: 20120704-1558 - Support: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Revise (Re-edit) the Proposal

Click the  button to go back to Step 5 if you need to revise the proposal. The Proposal Coordinator may continue to modify the proposal and submit revised versions overwriting each preceding one right up until the deadline.

Download Submitted Proposal Package

After you submit the proposal, it is advised to download it in order to check that it has been correctly sent. The downloaded proposal will be digitally signed by the Commission's servers and time-stamped. Depending on the system load, this action may take some time before it is accessible. Click the  button to download the proposal.

Note: Sometimes, after you download the submitted proposal, you may see the following message: "the signature is not guilty." – this means that the signature is not valid Please consult the Troubleshooting Document Signature section further in this document for more details.

Withdraw Submitted Proposal

If the proposal is withdrawn, it will not be considered for evaluation. However, the system will keep the proposal draft and the withdraw action may be reversed by re-submitting the proposal before the deadline. The system will request a reason for the withdrawal.

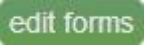
When a proposal is withdrawn, a message is displayed on the screen, as shown in the visual example below. The system also sends a submission confirmation e-mail to the Proposal Coordinator, containing the details of the withdrawn proposal. Note that the e-mail could end up in the spam folder or get blocked by the anti-spam system of your organisations, so make sure that you check for it as needed.

To complete this action, click the  button.

PARTNER ACTIONS

As discussed above, a partner must have access to the ECAS and a PIC, in order to be added as a Partner.

When the Proposal Coordinator clicks  in Step 4, the system sends an automatic email to all the Partner contacts with the proposal related links..

Once the Partners enter the electronic submission system, it will display Step 5 of the submission process where the  button enables them to access the electronic administrative forms and the rest of the proposal package as their participation requires.

To access the consortium contact details, they will need to click the  button – the system will show Step 4 of the submission process.

Completing the forms

When the PDF form is opened, the partner will have to verify or fill in their administrative forms.

When they finish, they must make sure that no validation errors are left unaddressed. To check for validation errors, they will need to use the **VALIDATE FORMS** button located at the bottom of the page.

CHAPTER 3: REFERENCE GUIDE TO ROLES, SCREENS & ACCESS TO USER ACTIONS

Roles, Proposal Coordinator, Partner, Contact Person

The roles that are available in the system are the Proposal Coordinator, Partners, and Contact Persons (optionally). The Proposal Coordinator and each of the Partners have a Main Contact and can optionally have one or more additional Contact Persons. Depending on the proposal you participate in, you might act on behalf of one or more of these roles and your current role will determine the actions you will be enabled to perform and the information you will be required to provide.

- **Proposal Coordinator.** The Proposal Coordinator acts as the single point of contact between the participants and the Commission for the respective proposal. The Proposal Coordinator is generally responsible for the overall planning of the proposal; for building up the consortium that will do the work, and (s)he is always the first participant. Note that for some calls, only one participant is needed and the participant will be the Proposal Coordinator of the given proposal by default.
- **Partner.** If you are a Partner to a proposal, you will be invited by the Proposal Coordinator to fill the administrative forms that contain the contact and address details. Most of the fields will be pre-filled with data already supplied by the Commission systems in order to save time and to ensure better data quality.
- **Contact Person.** As an option, you as a Proposal Coordinator or as a Partner may decide to delegate some of the work on filling in or reviewing your parts of the proposal submission forms to one or more additional Contact Persons. You can grant each Contact Person full access rights or read-only access to the forms data. A Contact Person will only be entitled to edit/view the parts of the proposal that his/her organisation is responsible for.
- **Calls with Specific Contact Roles.** Most calls use the standard **Main contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls (e.g. *ERC-2014* and *H2020-MSCA-IF-2014*) may require more specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, **Applicant**, and so on. Calls of this type are pre-configured accordingly so that the proposal submission forms for them contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call. For more information about calls with special roles, see *Appendix C: Calls with Specific Contact Roles* at the end of this document.

Changing Main Contact Information

Only one **Main Contact** is allowed for each organisation. However, sometimes for business reasons you might need to change the **Main Contact** person details after the initial **Main Contact** assignment. For example, you can edit the **Main Contact** details of the existing person, or you can assign an existing **Contact Person** as the **Main Contact** replacing the original one, or you can first delete the **Main Contact** and then add a new one, etc.

When the information about the existing **Main Contact** changes (or when you delete it), the system will display a confirmation prompt warning you that you would lose the previous **Main Contact** data. If you change an existing **Contact Person** as a **Main Contact**, or if you add a new contact person in the Main Contact role, the previous **Main Contact** will automatically become a **Contact Person** – the two roles will swap.

In addition, all changes in the **Main Contact** details will be automatically reflected in the Administrative Form as needed.

Role Rights

The following table highlights the differences between a Proposal Coordinator and Partner actions:

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, Invite Participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	No
Create Contacts for a Partner	Yes	No

The Timeline around the Deadline

Proposals can be submitted multiple times before the call deadline specified in the information package of the call, available from the Participant Portal. Calls deadlines are fixed and are strictly enforced. Only the last submitted version will be evaluated, where each newly submitted version overwrites the preceding one. After the call deadline, the proposal can no longer be modified and no further participants can be invited. Practise the proposal submission procedure well before the deadline to ensure a risk-free submission of your proposal and proper correction of warnings.

After the deadline, the proposal remains available in read-only mode and can be accessed by the coordinator and the proposal participants invited before the deadline.

The Online Submission Wizard: Screens and Access to User Actions

The electronic submission system screen is organised as follows:

- A progress bar banner showing the proposal completion progress.
- Buttons for the available Actions.
- The ID card of your proposal – shown on the left-hand side of the screen. The information displayed there is completed as the user progresses. You can click on the Acronym, ID, PIC, and Contact tabs.
- Configuration status check tool – it is displayed in the bottom left part of the screen. In the visual example below, the configuration complies with the minimum requirements.
- Navigation buttons available in the bottom right corner of the screen.

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

progress bar

TEST MODE

H2020-NMP-2014-two-stage

NMP-18-2014

IA

TUE 06 May 2014 17:00:00 Brussels Local Time

138 days left until closure

Acronym ID PIC Contact

Acronym

SRP2

Configuration OK

You're using Chrome 27 on Windows. **Adobe Reader** (version 10.1.8.0) is installed.

For more information, please consult the [User Guide](#).

proposal ID card

configuration status check tool

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader.

action buttons

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

[download templates](#)

Technical Annex Section 1.3 [upload](#)

Technical Annex Section 4.5 [upload](#)

navigation buttons

[<< Step 4 - Parties](#) [validate](#) [submit](#)

done

Version: 20131218-1639 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

The most important pages of the online submission wizard are briefly described below.

Wizard Step 3: CREATE DRAFT

The visual example below shows the CREATE DRAFT screen of the Wizard:

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

Step 3

Create a Draft Proposal

H2020-EUJ-2014

EUJ-1-2014

€

RIA

THU 10

April 2014 17:00:00
Brussels Local Time

44

days left until closure

Configuration OK

You're using Firefox 17 on Windows. **Adobe Reader** (version 11.0.5.3) is installed.

For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC: 949682381
Soliant Associates Ltd.
3 Dunav Str.
Sofia, BG
VAT: BG0123456

Search for your organisation PIC

search

Your Role

Please indicate your role in this proposal

Main contact

Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

Short Summary (max. 2000 characters)*
Character count:

cancel

Version: 20140206-1527 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Enter your organisation Search criteria

Select a previously associated organisation

Click to start the organisation Search procedure

Enter proposal acronym

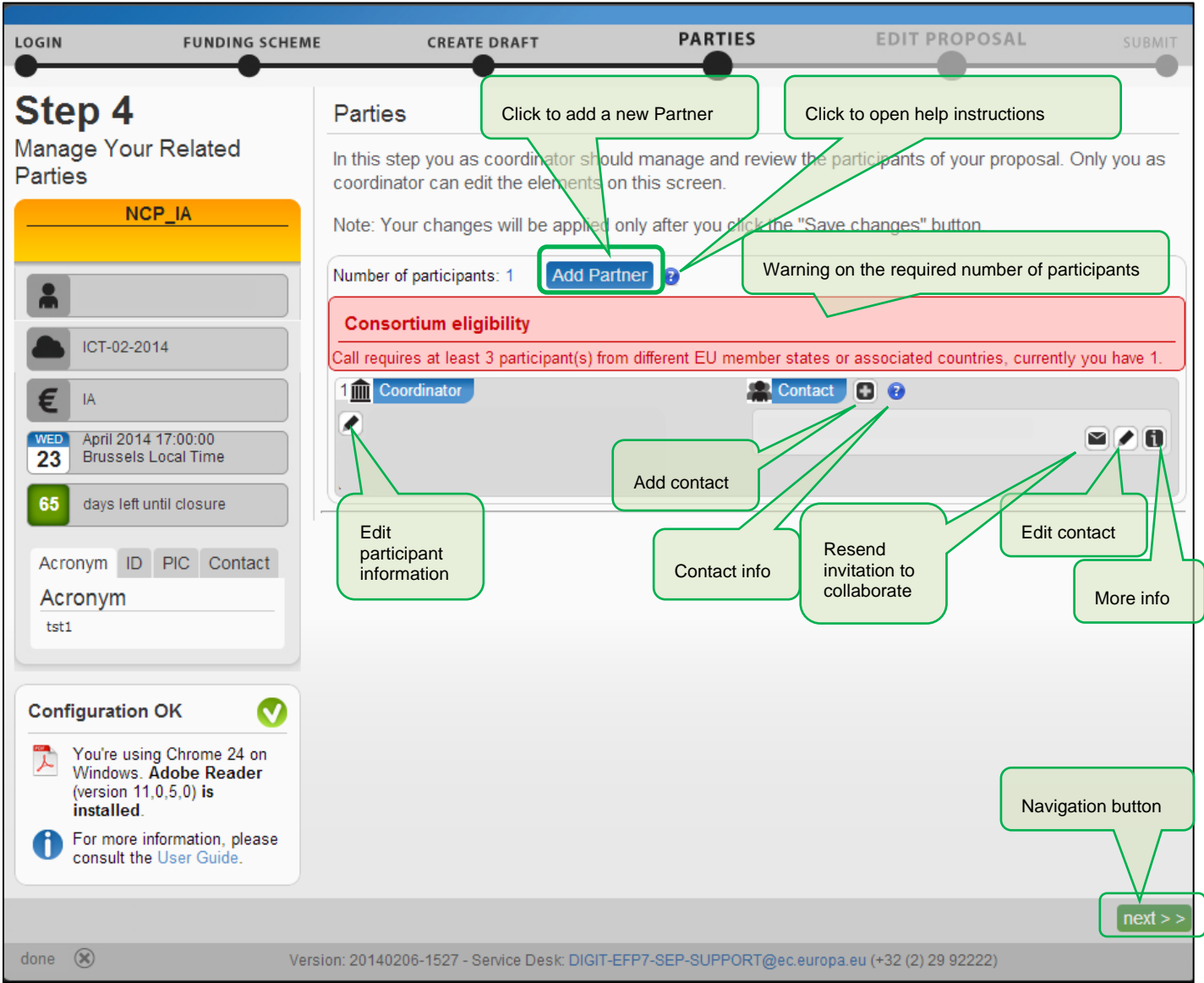
Enter proposal short summary

Select your role – Main contact or Contact person

Navigation button

Wizard Step 4: PARTIES

The visual example below shows the PARTIES screen of the Wizard:



The visual example below shows the EDIT PROPOSAL screen of the Wizard:

EC Proposal Submission Service – User's Guide (02-06-2014)

Wizard Step 6: SUBMIT

The visual example below shows the SUBMIT screen of the Wizard:

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES SUBMIT

Step 6

Submit

FP7-ICT-2011-9

Test Sep

CSA-SA

TUE 31 December 2013 17:00:00 Brussels Local Time

544 days left until closure

Acronym	ID	PIC	Contact
Draft ID			
SEP-200017926			

Configuration OK

You're using Firefox 10 on Windows. Adobe Reader (version 9 or above) is installed..

For more information, go to the [help page](#), or read the [Starter Manual](#).

Your proposal has been successfully submitted

Your proposal was submitted on: **05 July 2012 at 12:21:23 (Brussels Local Time)** as part of the **FP7-ICT-2011-9** call, before the deadline of **31 December 2013 at 17:00:00 (Brussels Local Time)**. Your project ID is **601791**. This number is important and will be used as future reference during the evaluation process.

Revisit your Proposal

Revise proposal

You may edit your proposal and re-submit at any time before the deadline of **31 December 2013 at 17:00:00 (Brussels Local Time)** by clicking the "re-edit proposal" button.

Download proposal

A digitally signed and time-stamped version of your submitted proposal can be viewed/down-loaded. Note: this can take from a few seconds to several hours depending on the size of the proposal.

Withdraw proposal

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

re-edit proposal

download

withdraw proposal

Navigation button

<< back

done

Version: 20120704-1558 - Support: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

The Participant Portal: Screens and Access to User Actions

The [Research and Innovation Participant Portal](#) is your entry point to the electronic submission service. It enables you to access the following actions:

- Familiarize yourself with the overall research and innovation grant process by first consulting the [HOW TO PARTICIPATE](#) page on the Participant Portal.
- Decide on the funding opportunity that you want to apply for.
- Select your Partners – check Partner information in the [Beneficiary Register](#).
- Register as a user in ECAS.
- Register your organisation and your Partner organisations in the [Beneficiary Register](#).
- *Login* to the Participant Portal and *Select your Topic* to access the Online Submission Service.
- Use the *MY AREA* > [My Proposals](#) / [My Organisations](#) pages to access your draft and submitted Proposals.

Participant Portal: Before You Log In

In the Home page, you can log in (if you have an ECAS account) or register to ECAS. Before logging in, you can still familiarize yourself with the grant process and funding opportunities and you can check Partner information.

The screenshot shows the Research and Innovation Participant Portal homepage. At the top, there is a navigation bar with links: (A-Z) Sitemap, About this site, Contact, Legal Notice, and English. Below this is a blue banner with the European Commission logo and the text 'Participant Portal'. A breadcrumb trail reads: European Commission > Research & Innovation > Participant Portal > Home. Below the banner is a horizontal menu with links: HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, EXPERTS, and SUPPORT. On the right side of the menu, there are buttons for LOGIN and REGISTER. Three callout boxes provide instructions: 1. 'Click **FUNDING OPPORTUNITIES** to open the page with Calls information.' 2. 'Click **HOW TO PARTICIPATE** to open the page with information on the participation process and the **H2020 Online Manual**' 3. 'Click **LOGIN** to log in to the Portal, or **REGISTER** to start the ECAS registration procedure.'

The main content area features a 'Horizon 2020 Funding' banner with the text 'Starting from 1/1/2014'. Below this, it states: 'On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:'

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

Below the list, there are two columns: 'Non-registered users' and 'Registered users'.

Non-registered users


- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

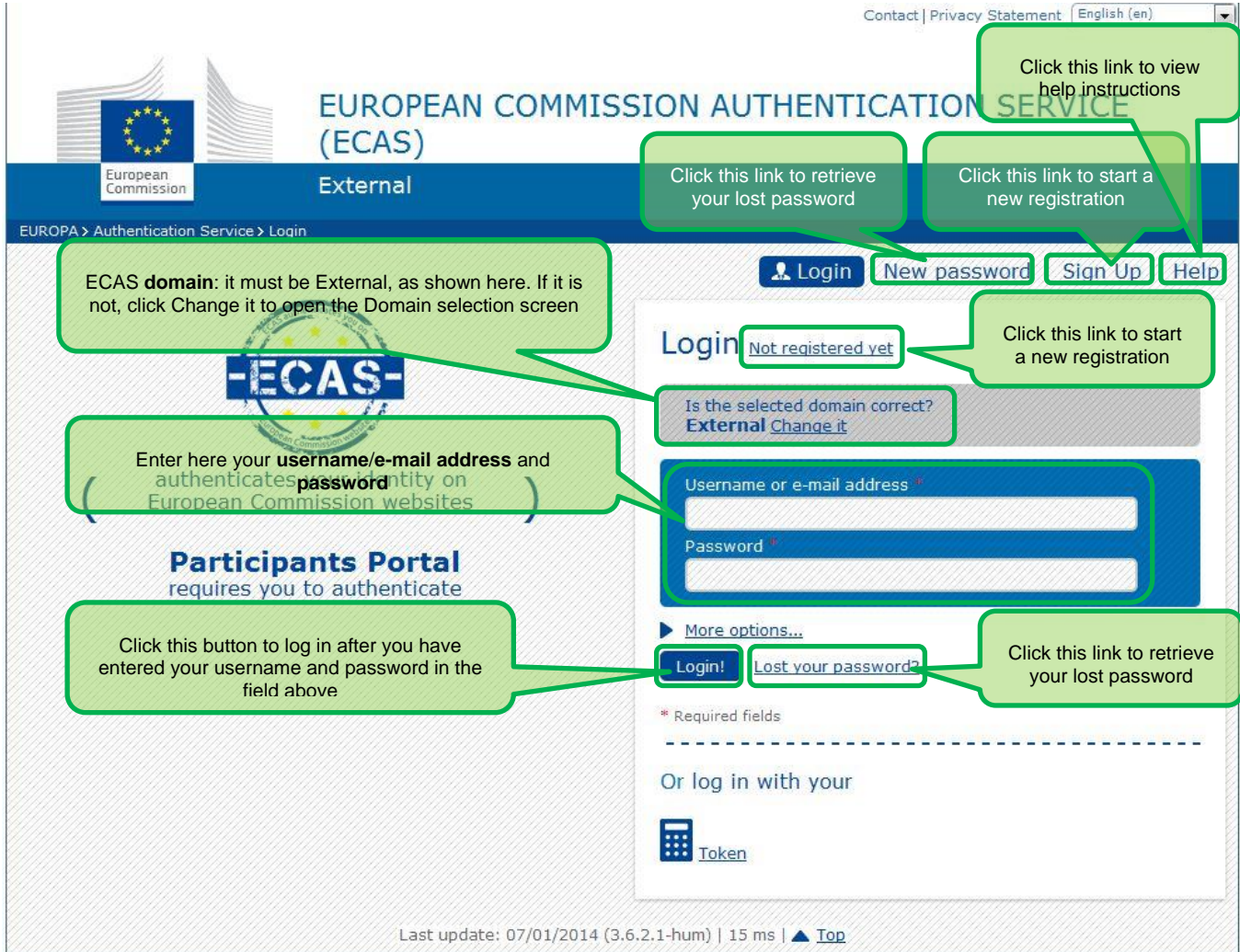
Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

At the bottom, there is a row of six icons with labels: WHAT'S NEW?, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, WORK AS AN EXPERT, MY PERSONAL AREA, and INFORMATION AND SUPPORT. The footer contains the text: HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF and © European Communities.

Participant Portal: The ECAS Login Screen

When you click , you will be prompted to authenticate through the ECAS login screen, as shown in the visual example below. This screen appears in the same window and after login (or registration) you will be returned to the Home page of the Participant Portal.



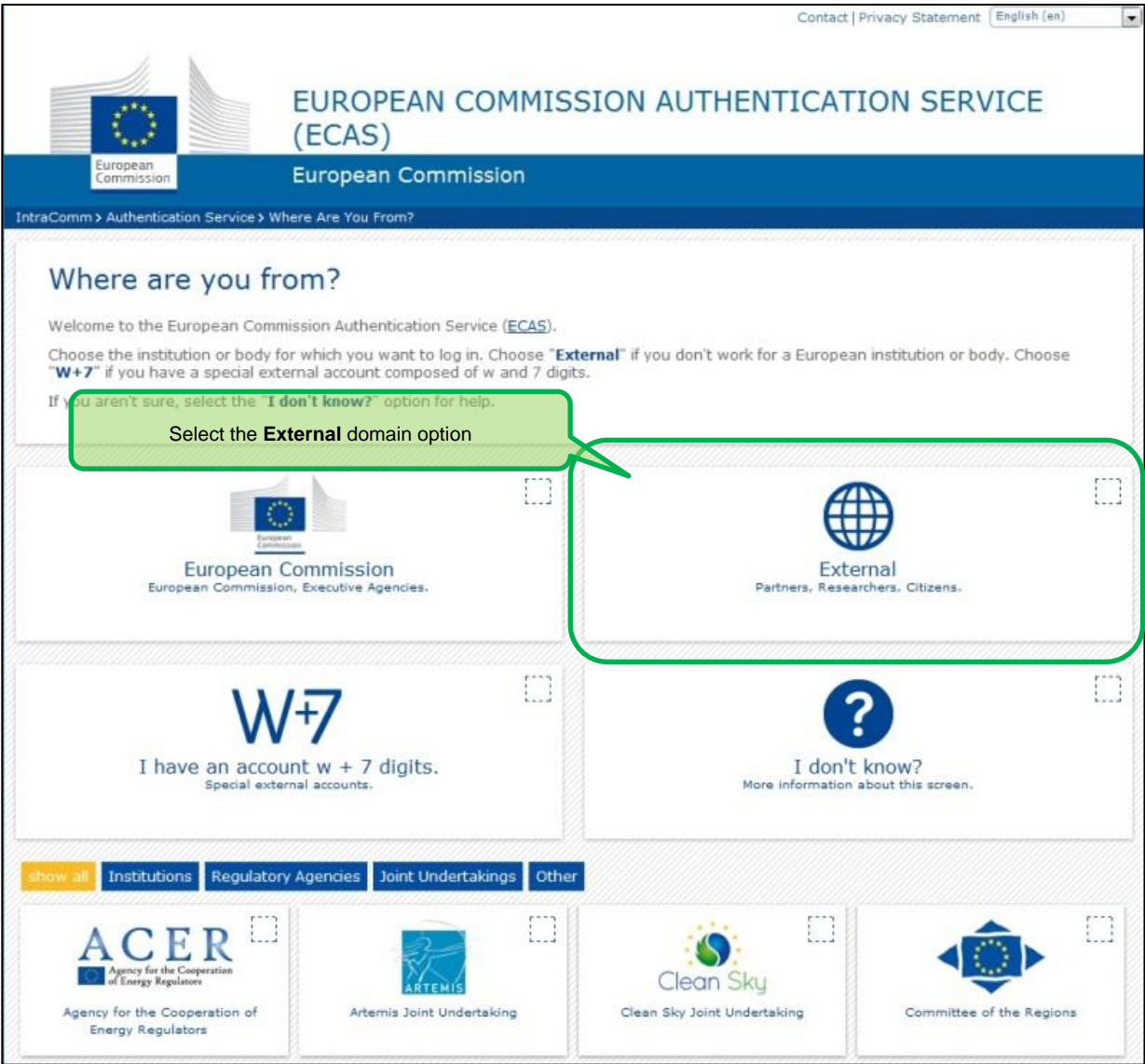
The screenshot shows the ECAS login interface with several green callout boxes providing instructions:

- Top right:** "Click this link to view help instructions" (points to the [Help](#) link).
- Top center:** "Click this link to retrieve your lost password" (points to the [Lost your password?](#) link).
- Top right (second box):** "Click this link to start a new registration" (points to the [Sign Up](#) link).
- Left side (top):** "ECAS domain: it must be External, as shown here. If it is not, click Change it to open the Domain selection screen" (points to the [Change it](#) link).
- Left side (middle):** "Enter here your **username/e-mail address** and **password** and authenticates your identity on European Commission websites" (points to the input fields).
- Left side (bottom):** "Click this button to log in after you have entered your username and password in the field above" (points to the [Login!](#) button).
- Right side (middle):** "Click this link to start a new registration" (points to the [Not registered yet](#) link).
- Right side (bottom):** "Click this link to retrieve your lost password" (points to the [Lost your password?](#) link).

The interface includes the European Commission logo, the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)", and the domain "External". The login form has fields for "Username or e-mail address" and "Password", both marked as required. Below the form are links for "More options...", "Login!", and "Lost your password?". At the bottom, there is a section for "Or log in with your" followed by a "Token" option. The footer indicates the last update was on 07/01/2014 (3.6.2.1-hum) and provides a "Top" link.

Participant Portal: The ECAS Login Domain Selection Screen

After you log in, the Home page will show you your personalised MY AREA tab, where you can access your Organisations, Proposals, Projects, Notifications, and Experts.



Participant Portal: The HOW TO PARTICIPATE Page

This page is your main source of information in the stage of preparation for a proposal submission. It enables you the following:

- Register your and your Partners' organisations in the Beneficiary Register
- Read the H2020 Online Manual and a number of Reference Documents
- Perform a Financial Capacity Self-Check
- Check the conditions regarding SME Participation

The screenshot shows the 'Participant Portal' under the 'RESEARCH & INNOVATION' banner. The page is titled 'HOW TO PARTICIPATE' and includes a navigation bar with links like HOME, FUNDING OPPORTUNITIES, EXPERTS, and SUPPORT. A sidebar on the left lists: H2020 Online Manual, Reference Documents, Beneficiary Register, Financial Capacity Self-Check, and SME Participation. The main content area is titled 'How to participate' and contains a list of guidance services: H2020 Online Manual, Reference documents, search for already registered organisations and their PICs, Financial viability self-check tool, and SME participation. Below this is a 5-step process bar: 1. FIND a call, 2. FIND partners, 3. CREATE your account, 4. REGISTER your organisation, 5. SUBMIT a proposal. The first step is expanded, showing 'Step 1 - Find a suitable Call for Proposals' with a link to the H2020 Online Manual. The text explains that the Commission publishes calls for its research and innovation programmes (H2020, FP7, and CIP) and that the H2020 Online Manual helps users choose the most suitable programme. It also mentions the National Contact Point and the Enterprise Europe Network. The second step is 'Step 2 - Find project partners or apply as an individual', also with a link to the H2020 Online Manual. It describes collaborative projects (at least 3 organisations) and individual researcher or team opportunities (funded under H2020 ERC grants, MSCA, and H2020 SME instrument). The third step is 'Step 3 - Create an account on the portal', also with a link to the H2020 Online Manual. The text at the bottom states: 'To fill in the required forms and submit them electronically to the Commission, you first need to create an account on the'.

Click to access the **H2020 Online Manual** and/or the **Reference documents** list

Click to open the **H2020 Online Manual**

Click to open the **Beneficiary Register** page where you can register your organisation and your Partners' organisations

H2020 Online Manual

Reference Documents

Beneficiary Register

Financial Capacity Self-Check

SME Participation

How to participate

The first steps to prepare your proposal and apply for EU research funding. Learn how to find a suitable Call for proposals or project partners and how to submit your proposal.

The following guidance services facilitate your participation:

- **H2020 Online Manual:** step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- **Reference documents:** library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search for already registered organisations and their **PICs**
- **Financial viability self-check tool** allows you simulating the financial viability check of your organisation
- **SME participation:** dedicated H2020 guidance page for SME

FIND a call **FIND partners** **CREATE your account** **REGISTER your organisation** **SUBMIT a proposal**

Step 1 - Find a suitable Call for Proposals **H2020 ONLINE MANUAL**

The Commission publishes on the Participant Portal all the Calls of its research and innovation programmes **H2020**, and you can search calls from previous programmes (**FP7** and **CIP**). In addition you can find information about some additional calls in the **Other Funding Opportunities** section. If you apply for the first time and do not know yet the programmes, it is useful to read the H2020 Online Manual. It helps you choose the most suitable programme for your area and profile. Besides, you can **search according to your research topic** with key words and set filters in the calls list.

Your **National Contact Point** can also help you find the most suitable call for your profile. SMEs are in addition supported by the **Enterprise Europe Network**.

Step 2 - Find project partners or apply as an individual **H2020 ONLINE MANUAL**

Collaborative projects: most of the EU funded projects are collaborative projects with **at least 3 organisations** from different EU Member States or Associated countries. Various **partner search services** help you to find organisations that would like to participate in the proposals. You can also post your collaboration offers there.

Individual researcher or team: It is also possible to submit your proposal as an individual researcher, team or organisation. Such opportunities are mainly funded under the H2020 **European Research Council (ERC)** grants and the **Marie Skłodowska-Curie actions (MSCA)**, and individual SMEs can apply to the **H2020 SME instrument**.

Step 3 - Create an account on the portal **H2020 ONLINE MANUAL**

To fill in the required forms and submit them electronically to the Commission, you first need to create an account on the

Participant Portal: The BENEFICIARY REGISTER Page After Login

The Beneficiary Register page is opened from the HOW TO PARTICIPATE page. It enables you to:

- **Search** through the registered organisations database and identify if your desired Partners' organisations are already registered in Participant Portal.
- **Start (or Resume)** the organisation registration process via the [Beneficiary Register](#).

The screenshot shows the 'Beneficiary Register' page in the Participant Portal. The page has a blue header with the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below the header is a navigation bar with links: MY AREA, HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, EXPERTS, and SUPPORT. The 'HOW TO PARTICIPATE' link is highlighted. On the right of the navigation bar is a user profile for 'IVAN TERZIEV'. The main content area is titled 'Beneficiary Register' and contains a 'H2020 ONLINE MANUAL' button. The text explains that the Commission has an online register of beneficiaries and that users need a 9-digit Participant Identification Code (PIC) to participate. A search bar is present with a 'SEARCH' button. Below the search bar, there is a section titled 'Is your organisation already registered? Search PIC' with instructions on how to search. A callout box points to the 'SEARCH' button, stating: 'Click to organisation Search page and check if your organisation and/or your Partners' organisations are already registered.' Below the search bar, there is a section titled 'Register your organisation' with instructions on how to register. A callout box points to the 'REGISTER ORGANISATION' button, stating: 'Click to initiate the organisation registration process – this action will open in a new window the Registration Wizard in the Beneficiary Register.' The page also includes a footer with links to HORIZON 2020, RESEARCH ON EUROPA, CORDIS, and OLAF.

European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

IVAN TERZIEV

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

H2020 Online Manual
Reference Documents
Beneficiary Register
Financial Capacity Self-Check
SME Participation

Beneficiary Register

H2020 ONLINE MANUAL

The Commission has an **online register of the beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Is your organisation already registered? Search PIC

As you have to register your organisation only once, please see first if it has already been registered.

SEARCH

If you did not find your organisation in the register, you can start its registration below.

Register your organisation

Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or [create your account](#), if you are a new user.

Please keep the legal data of your organisation at hand. You may check the information that will be necessary for the registration in the [user manual](#). To start registration, click on the button below.

REGISTER ORGANISATION

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue your registration** at a later time. Save the already entered data by clicking on the **Save draft** button at the bottom of the registration tool before you quit it.

After providing all the necessary details, click on the **Confirm** button to submit your registration. You will receive a **PIC number** that should be used in any interactions with the Commission in the future.

If you did not finalise the registration, you can **continue** it later on [My Organisations](#) of the My Area section. Incomplete, draft registrations are automatically deleted after one year.

You can modify **your organisation data** also on the [My Organisations](#) page of the **My Area** section.

Once your data has been validated by the Validation Service team, only the [Legal Entity Appointed Representative \(LEAR\)](#) (or the persons with an "Account Administrative" role for this organisation) will be able to request the modification of the data and provide the corresponding supporting documents on the **My Organisations** page of the Participant Portal.

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

Participant Portal: The FUNDING OPPORTUNITIES Page

The Funding Opportunities page is your access point for searching and selecting Calls for your proposals.

The screenshot shows the 'Funding Opportunities' page of the European Commission Participant Portal. The page is titled 'RESEARCH & INNOVATION Participant Portal' and includes a navigation bar with links like 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A user profile for 'IVAN TERZIEV' is visible in the top right.

On the left, there is a sidebar with links to 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', and 'My Expert Area'. Below this, there are sections for 'Horizon 2020', 'Other EU Programmes 2014-2020', 'FP7 & CIP Programmes 2007-2013', and 'Other Funding Opportunities'. Each section has links for 'Calls' and 'Call Updates'.

Green callout boxes provide the following instructions:

- Horizon 2020:** Click these links to search H2020 Calls / Topics or to check H2020 Call Updates.
- Other EU Programmes 2014-2020:** Click these links to search for other EU research and innovation programmes.
- FP7 & CIP Programmes 2007-2013:** Click these links to search FP7 & CIP Calls or to check FP7 & CIP Call Updates.
- Other Funding Opportunities:** Click this link to check additional funding.

The main content area features a 'Funding Opportunities' section with a 'H2020 ONLINE MANUAL' link. It lists the following programmes:

- Horizon 2020 - EU research funding from 2014
- Seventh Framework Programme (FP7)
- Competitiveness and Innovation Framework Programme (CIP)
- other research and innovation programmes

Below this, there are sections for 'COSME' (Programme for the Competitiveness of Enterprises and SMEs) and '3rd HEALTH PROGRAMME' (The Third Health Programme). The 'CONSUMER PROGRAMME' section describes the Multiannual Consumer Programme 2014-2020. The 'Other Funding Opportunities' section lists additional research activities, initiatives, and programmes.

At the bottom, there is a link to 'FP7 and CIP - previous programmes'.

Participant Portal: The CALLS Search & Selection Page

The CALLS search & selection page for the selected Programme contains a filtering/search panel at the top of the page and under it a result list of Calls (depending on your filtering criteria) in the form of clickable boxes. If you click on a specific Call box, you will go to the Call Details page for that Call. The visual example below shows a list of Horizon 2020 calls.

The screenshot displays the European Commission Participant Portal interface. At the top, there is a navigation bar with links like (A-Z), Sitemap, About this site, Contact, Legal Notice, and a language dropdown set to English. The main header reads "RESEARCH & INNOVATION Participant Portal". Below this, a breadcrumb trail shows "European Commission > Research & Innovation > Participant Portal > Calls". A navigation menu on the left includes "MY AREA" (My Organisation(s), My Proposal(s), My Project(s), My Notification(s), My Expert Area), "FUNDING OPPORTUNITIES" (Horizon 2020, Other EU Programmes 2014-2020, FP7 & CIP Programmes 2007-2013), "EXPERTS", and "SUPPORT". The main content area is titled "Horizon 2020" and features a "Calls" section with a "Search Topics" button. A "Filter a call" input field with a "FILTER" button is present. Below this, a "Sort by" section offers options: Title, Call Id, Publication Date (selected), and Deadline Date. The main display is a grid of call boxes, each showing a call title, publication date, and deadline. Green callouts provide instructions: "Select one or more Topics to only see Calls involving these (depending on your other filtering criteria)" points to the "Excellent Science" and "Industrial Leadership" sections; "Use these options to sort the results by type and/or status" points to the "Type" (Proposal, Tender) and "Status" (Open, Closed, Forthcoming) filters; "Choose an option by which to sort the Calls result list" points to the "Sort by" section; "Here you can search for a Call by a specific keyword – type a relevant word in the field and click FILTER" points to the "Filter a call" field; and "The Calls result list – click on the desired Call box to open its details and familiarize with them and/or proceed to proposal submission" points to the grid of call boxes.

European Commission

RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

MY AREA HOME FUNDING OPPORTUNITIES EXPERTS SUPPORT

MY ORGANISATION(S)
MY PROPOSAL(S)
MY PROJECT(S)
MY NOTIFICATION(S)
MY EXPERT AREA

Horizon 2020
Calls
Search Topics
Call Updates

Other EU Programmes 2014-2020
FP7 & CIP Programmes 2007-2013
Calls
Call Updates
Other Funding Opportunities

Select one or more Topics to only see Calls involving these (depending on your other filtering criteria)

Excellent Science
European Research Council
Future and Emerging Technologies
Marie Skłodowska-Curie actions
Research infrastructures
Industrial Leadership
Leadership in enabling and industrial technologies (LEIT)
Access to risk finance
Innovation in SMEs

Use these options to sort the results by type and/or status

Type
☒ Proposal
☐ Tender
Status
☒ Open
☐ Closed
☐ Forthcoming

Filter a call FILTER

Here you can search for a Call by a specific keyword – type a relevant word in the field and click FILTER

Choose an option by which to sort the Calls result list

Sort by
☐ Title
☐ Call Id
☒ Publication Date
☐ Deadline Date

The Calls result list – click on the desired Call box to open its details and familiarize with them and/or proceed to proposal submission

Industrial Leadership
EU-Japan Research and Development Cooperation in Net Futures
H2020-EUJ-2014
Pub.Date: 07/01/2014 Deadline: 10/04/2014

Indirect actions
Prize - Innovation SOFT
H2020-Prize-Innovation-SOFT-2014
Pub.Date: 07/01/2014 Deadline: 16/04/2014

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_TwoStages
Pub.Date: 11/12/2013 Deadline: 31/03/2015

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_SingleStage-B
Pub.Date: 11/12/2013 Deadline: 27/08/2015

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_SingleStage-A
Pub.Date: 11/12/2013 Deadline: 31/03/2015

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2014_TwoStages
Pub.Date: 11/12/2013 Deadline: 18/03/2014

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2014_SingleStage_B
Pub.Date: 11/12/2013 Deadline: 18/03/2014

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2014_SingleStage_A
Pub.Date: 11/12/2013 Deadline: 18/03/2014

Societal Challenges
GREEN VEHICLES 2015
H2020-GV-2015

Participant Portal: CALL Details - TOPIC Selection for a CALL

When you select a Call for your proposal submission, you must select a **Topic** in the **Call description** tab that opens.

The screenshot displays the European Commission Participant Portal interface. The top navigation bar includes links for (A-Z), Sitemap, About this site, Contact, Legal Notice, and a language dropdown set to English. The main header features the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below this, a breadcrumb trail reads 'European Commission > Research & Innovation > Participant Portal > Opportunities'. A secondary navigation bar contains tabs for MY AREA, HOME, FUNDING OPPORTUNITIES (selected), HOW TO PARTICIPATE, EXPERTS, and SUPPORT. A user profile for 'IVAN TERZIEV' is visible in the top right.

The left sidebar contains a 'My Organisation(s)' section with links to My Proposal(s), My Project(s), My Notification(s), and My Expert Area. Below this is a 'Horizon 2020' section with links to Calls, Search Topics, and Call Updates. Further down is an 'Other EU Programmes' section with links to COSME, 3rd Health Programme, and Consumer Programme. At the bottom of the sidebar is an 'Other Funding Opportunities' section with links to 2007-2013 Calls and Call Updates.

The main content area displays details for the call 'EU-JAPAN RESEARCH AND DEVELOPMENT COOPERATION IN NET FUTURES' (H2020-EUJ-2014). A table provides key information: Publication date (2014-01-07), Budget (€6,000,000), Status (Open), Deadline Date (2014-04-10 +17:00:00 (Brussels local time)), Main Pillar (Industrial Leadership), and OJ reference (OJ C361 of 11.12.2013). A green callout box points to the 'Open' status, stating: 'These tab pages provide detailed information about the selected Call'. Below the table is a row of tabs: Call description (selected), Call documents, Get support, and Subscribe to Notifications.

The 'Call summary' section contains two paragraphs of text. The first paragraph mentions the Ministry of Internal Affairs and Communications of Japan (MIC) and provides a link: http://www.soumu.go.jp/menu_news/s-news/01tsushin03_02000065.html. The second paragraph mentions the National Institute of Information and Communications Technology of Japan (NICT) and provides a link: <http://www.nict.go.jp/collabo/commission/20140107kobo.html>. A green callout box points to this section, stating: 'This panel provides summary information about the selected Call'.

The 'Call updates' section shows a list of updates, with the first one dated '2014-01-23 14:11:55'. The text below the date states: 'The submission session is now available for: EUJ-1-2014(RIA), EUJ-2-2014(RIA), EUJ-3-2014(RIA), EUJ-4-2014(RIA)'. A green callout box points to this section, stating: 'This panel provides update information about the selected Call'.

The 'Topics and submission service' section lists four topics: EUJ-1-2014: Technologies combining big data, internet of things in the cloud; EUJ-2-2014: Optical communications; EUJ-3-2014: Access networks for densely located users; and EUJ-4-2014: Experimentation and development on federated Japan - EU testbeds. A green callout box points to this section, stating: 'To proceed to proposal submission, select a Topic from the list'.

The footer of the page includes links for HORIZON 2020, RESEARCH ON EUROPA, CORDIS, and OLAF, followed by the copyright notice '© European Communities'.

Participant Portal: Accessing the Submission Service for a Selected Topic

After you select the Call and the specific Topic, click **START SUBMISSION** to start the Proposal Submission process in the Online Submission Wizard, which will open in a new window (see the previous section for a description of these screens).

The screenshot displays the European Commission Participant Portal interface. At the top, the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal" are visible. A navigation bar includes links for "MY AREA", "HOME", "FUNDING OPPORTUNITIES", "HOW TO PARTICIPATE", "EXPERTS", and "SUPPORT". A user profile for "IVAN TERZIEV" is shown in the top right corner.

The main content area features a sidebar on the left with links for "My Organisation(s)", "My Proposal(s)", "My Project(s)", "My Notification(s)", and "My Expert Area". Below this, there are sections for "Horizon 2020" (Calls, Search Topics, Call Updates) and "Other EU Programmes 2014-2020" (Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme). At the bottom of the sidebar is "FP7 & CIP Programmes 2007-2013" (Calls, Call Updates) and "Other Funding Opportunities".

The main content area displays the "EU-Japan Research and Development Cooperation in Net Futures" call. It includes the following details:

- H2020-EUJ-2014**
- Publication date:** 2014-01-07
- Deadline Date:** 2014-04-10 17:00:00 (Brussels local time)
- Total Call Budget:** €6,000,000
- Main Pillar:** Industrial Leadership
- Status:** Open
- OJ reference:** OJ C361 of 11.12.2013

The topic description is "Technologies combining big data, internet of things in the cloud". The call is identified as "EUJ-1-2014".

Below the call details, there are three tabs: "Topic Description", "Topic Conditions & Documents", and "Submission Service". The "Submission Service" tab is highlighted with a green box and a callout stating: "The Submission Service tab is your access point to the Online Submission Wizard".

Under the "Submission Service" tab, there is a text box explaining that to access the Electronic Submission Service, users should select the "type of action" most relevant to their proposal. Below this, there is a text box stating that to access existing draft proposals, users should login to the Participant Portal and select the "My Proposals" page of the "My Area" section.

At the bottom of the main content area, there is a dropdown menu for "Research and Innovation action" and a "START SUBMISSION" button. The dropdown menu is highlighted with a green box and a callout stating: "Select the Type of Action from the drop down menu (usually there is just one Action) and then click on the START SUBMISSION button to go to the Online Submission Wizard".

The footer of the page includes links for "HORIZON 2020", "RESEARCH ON EUROPA", "CORDIS", and "OLAF", along with the copyright notice "© European Communities".

Participant Porta: MY ORGANISATIONS Page After Login

After you log in, you will be able to use your personalised **MY AREA** tab, where you can access your Organisations and perform different actions related to them – view or modify organisation details, view proposals for these organisations, view roles, and view projects.

The screenshot shows the 'My Organisations' page in the Participant Portal. The top navigation bar includes 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. The 'MY AREA' dropdown menu is open, showing options: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', and 'My Expert Area'. The 'My Organisation(s)' option is highlighted. The main content area is titled 'My Organisations' and includes a link to the 'H2020 ONLINE MANUAL'. Below this, a text box explains that users must have registered their organisation data to access it online. The 'My Registered Organisations' section features a legend with buttons for 'View Organisations' (VO), 'Modify Organisations' (MO), 'View Proposals' (OP), 'View Roles' (OR), and 'View Projects' (VP). A table lists the registered organisations, with columns for NAME, PIC, VAT, STATUS, and ACTIONS. The first entry is 'Sciart Associates Ltd.' with PIC 949682381 and VAT BG0123456. The status is 'DECLARED'. The ACTIONS column shows 'VO' and 'MO' buttons. Below the table, a message asks if the user wants to continue the registration process to receive a PIC, with a 'CONTINUE REGISTRATION' button. The footer includes 'HORIZON 2020', 'RESEARCH ON EUROPA', 'CORDIS', 'OLAF', and '© European Communities'.

(A-Z) Sitemap About this site Contact Legal Notice English

European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

MY AREA

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

My Organisations

H2020 ONLINE MANUAL

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Projects

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
Sciart Associates Ltd.	949682381	BG0123456	DECLARED	VO MO

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

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Participant Portal: The MY PROPOSALS Page After Login

After you log in, you will be able to use your personalised MY AREA tab, where you can access your Proposals – drafts or submitted ones. The visual example below shows a proposal list with two draft proposals:

European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

MY ORGANISATION(S)

MY PROPOSAL(S)

MY PROJECT(S)

MY NOTIFICATION(S)

MY EXPERT AREA

IVAN TERZIEV

My Proposals

H2020 ONLINE MANUAL

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND

ED Edit Draft

VD View Draft

VS View Submitted

DE Delete Proposal

Show 10 entries

Search

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
H2020	H2020-EUJ-2014		SEP-2101424 22	SA	Draft	34	ED DE
H2020	H2020-EUJ-2014		SEP-2101425 43	ASD	Draft	34	ED DE

Showing 1 to 2 of 2 entries.

PREVIOUS

1

NEXT

In the list of proposals, each proposal will have a specific set of action buttons available depending on its state, as described in the **LEGEND** area above the list.

EC Proposal Submission Service – User's Guide (02-06-2014)

Page 64 of 85

APPENDIX A: COMPATIBILITY & TROUBLESHOOTING YOUR SYSTEM CONFIGURATION

Compatibility

The electronic submission system of the European Commission is a web application, so you will need a working Internet connection to use it. Although the system has been tested with a set of typical reference configurations, it is not guaranteed that the system will be fully functional on your computer. The system provides a diagnostic window that will warn you about some possible incompatibilities.

To use the electronic submission system, ensure that your computer configuration complies with the following mandatory system requirements:

Component	Mandatory requirements
Adobe Reader	Version X or above, all previous reader installations must be removed prior to installing the latest version
Internet connection	ADSL Line, 512 Kbps or faster
Memory	RAM – 512 Kbytes or more
Screen resolution	Minimum 1024 x 768 or higher
JavaScript	JavaScript must be enabled
Cookies	Cookies must be enabled
Pop-up blocker	No effect
User ID	Valid user ID with the Commission (ECAS account)

The following table shows the operating systems and browsers actively supported by the system, as well as the Adobe Reader version required for each configuration.

Operating system	Internet browser	Adobe Pro or Acrobat Reader
Windows XP	Internet Explorer 8 & 9 Firefox 3.6 or above Google Chrome 10 or above Opera 10.6 & 11 Safari 5	Version XI or above
Windows Vista & 7	Internet Explorer 8 & 9 Firefox 3.6 or above Chrome 10 or above	Version XI or above
Mac OSX	Safari 5 or above	Version 10.1.3 and above
Note: The system is best viewed with Mozilla Firefox 3 and above		

Note: The use of mobile devices for online submission of research proposals is not supported.

Troubleshooting Your System Configuration

The primary compatibility issue concerns the seamless viewing and editing of the pdf forms inside your browser window once you click on **edit forms**. Your browser will either display the forms inside its window or it will download them in your download folder (after downloading them, you will be able to open them in Acrobat Reader X or XI and complete them. Whether you work on the form inside your browser window or with Acrobat Reader after downloading them, the end result is the same. In either case, as described in User Action 4 above, once you click on Validate, the form will perform a check and provide you the corresponding notices, and when you click on Save and Close the information will be sent to and saved on the Commission's servers. REMEMBER: *THE DOWNLOADED FORM HAS A TIME STAMP FROM THE COMMISSION'S SERVERS AND IT EXPIRES 13 HOURS AFTER IT IS DOWNLOADED .IF YOU DO NOT COMPLETE, SAVE AND CLOSE THE FORM WITHIN 13 HOURS, YOU MUST DELETE THE OLD FORM, RETURN TO THE WIZARD AND DOWNLOAD A NEW COPY OF THE FORM.*

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

Step 5

Edit Proposal

NCP_IA

ICT-02-2014

€IA

WED 23

April 2014 17:00:00
Brussels Local Time

58

days left until closure

Acronym

ID

PIC

Contact

Acronym

Creative1

Configuration OK

You're using Firefox 17 on Windows. Adobe Reader (version 11.0.5.3) is installed.

For more information, please consult the User Guide.

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader.

edit forms

view history

print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

download templates

Technical Annex Section 1-3

upload

8_Part_B_Template_..._section_1-3_-_EDITED.pdf

delete

Technical Annex Section 4-5

upload

8_Part_B_Template_...nks_CLEAN_section_4-5.pdf

delete

<< Step 4 - Parties

validate

submit

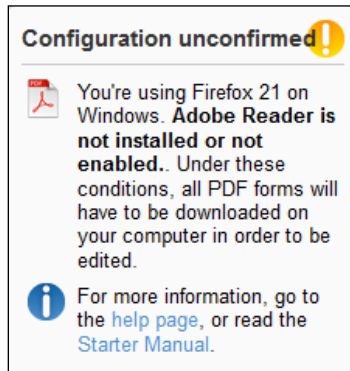
done

Version: 20140122-1403 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

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The bottom left side of your wizard will indicate whether your system is configured to display the form inside your browser window:



Configuration OK: your system meets the minimum requirements and all PDF forms will open within the browser.

Configuration unconfirmed: your browser does not meet the minimum requirements and all PDF forms will be downloaded and open offline, outside your browser.

What to do if your system configuration is not OK?

1. Make sure you have the correct version of Adobe Reader installed (see compatibility section above) and is set up as your default PDF handler. If you have an older version of Adobe Reader, uninstall it before installing the new version. To download Adobe Reader go to [Adobe Reader Download](#) and follow the instructions.
2. Most browsers have their own built-in PDF viewers. If your browser's built-in PDF viewer is not allowing you to properly open, view and edit the Administrative form in step 5, it is recommended that you disable your browser's PDF viewer and instead use the corresponding Adobe Reader plug-in. This way you will be able to open up, view and edit the form within the browser. As stated above, you can also complete the form offline and then save it to the Commission servers,.

The following instructions explain how to enable the Adobe Reader plug-in for the supported browsers and operating systems.

On Windows

Internet Explorer 7, 8 and 9

The steps to enable the Adobe PDF plug-in vary depending on your version of Internet Explorer.

- Select Tools and click on Manage Add-ons.
 - (Or select Tools > Internet Options, click the Programs tab, then click Manage Add-ons.)
- In the Show pop-up menu, select All Add-ons.
 - (In some versions the option reads: Add-ons That Have Been Used by Internet Explorer.)
- Scroll to the section of add-ons for Adobe Systems and select Adobe PDF Reader.
- If the status of Adobe PDF Reader is set to Disabled, click the Enable button.
- Click OK to confirm.

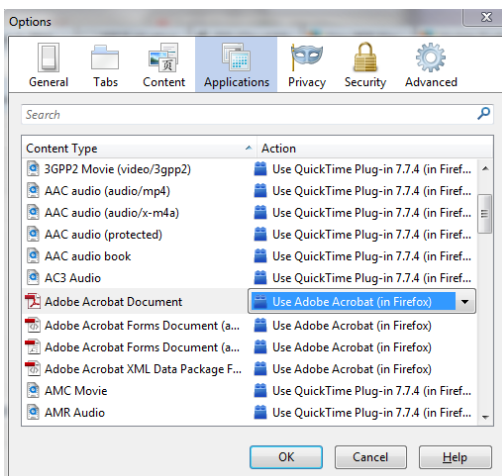
Firefox 3.6 up to 18

- Select Tools and click on Options.
- Click the General tab, then click Manage Add-ons.
- Click the Plug-ins tab (purple/blue icon). (The layout of this dialog box differs depending on the version.)
- Find and select Acrobat or Adobe Reader:
- If the Disable button is displayed (as shown above), the add-on is enabled and no action is required.
- If the Enable button is displayed, click Enable.

Firefox 19 and above

Please note that Firefox 19 and above has a built-in PDF viewer. You will need to enable the Adobe PDF reader plugin.

- Click on Tools and then click on Options
- Select Applications
- In the Content Type column, find Adobe Acrobat Document and click on it to select it
- In the Action column, click on the corresponding drop-down arrow and select "Use Adobe Acrobat (in Firefox)".

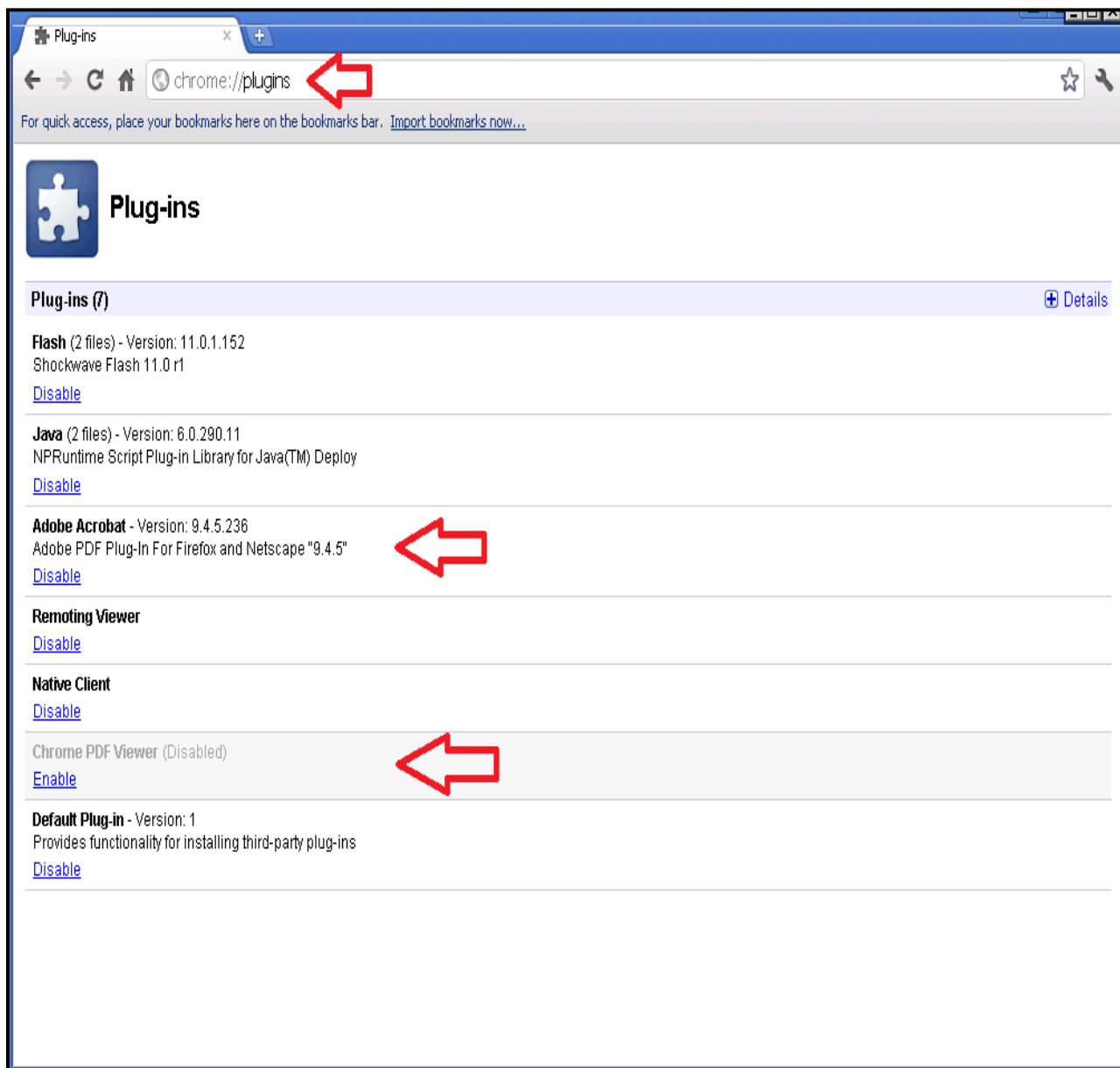


Google Chrome

Google Chrome uses the Chrome PDF Viewer as the default application to open PDF files. In order for the system to open up the PDF eForms within the browser you must disable Chrome PDF viewer

- On your browser type **chrome://plugins**
 - the Plug-ins page will be displayed
- Disable Chrome PDF Viewer
- Enable Adobe Acrobat plug-in

Older Google Chrome version plugins page:



Latest Google Chrome version plugins page:

Plug-ins (15)

Adobe Flash Player (2 files) - Version: 11.7.700.203
Shockwave Flash 11.7 r700

[Disable](#) ☐ Always allowed

Windows Media Player - Version: 1.0.0.8
np-mswmp

[Disable](#) ☐ Always allowed

Chrome Remote Desktop Viewer
This plugin allows you to securely access other computers that have been shared with you. To use this plugin you must first install the Chrome Remote Desktop application.

[Disable](#) ☐ Always allowed

Microsoft Office (2 files) - Version: 14.0.4730.1010
Office Authorization plug-in for NPAPI browsers

[Disable](#) ☐ Always allowed

QuickTime Player (7 files) - Version: 7.7.3 (1680.64)
The QuickTime Plugin allows you to view a wide variety of multimedia content in Web pages. For more information, visit the [QuickTime website](#).

[Disable](#) ☐ Always allowed

Native Client

[Disable](#) ☐ Always allowed

Chrome PDF Viewer (Disabled)

[Enable](#) ☐ Always allowed

Adobe Reader - Version: 10.1.4.38 [Download Critical Security Update](#)
Adobe PDF Plug-In For Firefox and Netscape 10.1.4

[Disable](#) ☐ Always allowed

Google Update - Version: 1.3.21.145

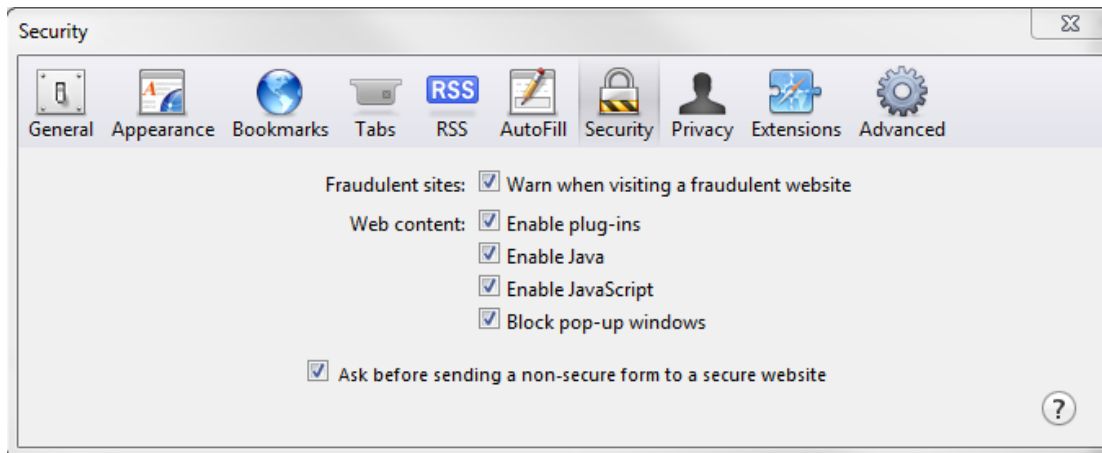
[Disable](#) ☐ Always allowed

Java(TM) (2 files) - Version: 6.0.370.6 [Download Critical Security Update](#)
Next Generation Java Plug-in 1.6.0_37 for Mozilla browsers

Safari 5

- Choose Action menu > Preferences and click Security. (The Action menu is near the upper-right corner of the Safari window, and looks like a gear.)
- Make sure that "Enable plug-ins" checkbox is selected

Safari will by default display PDF files using the Adobe Reader plug-in.



Opera 19

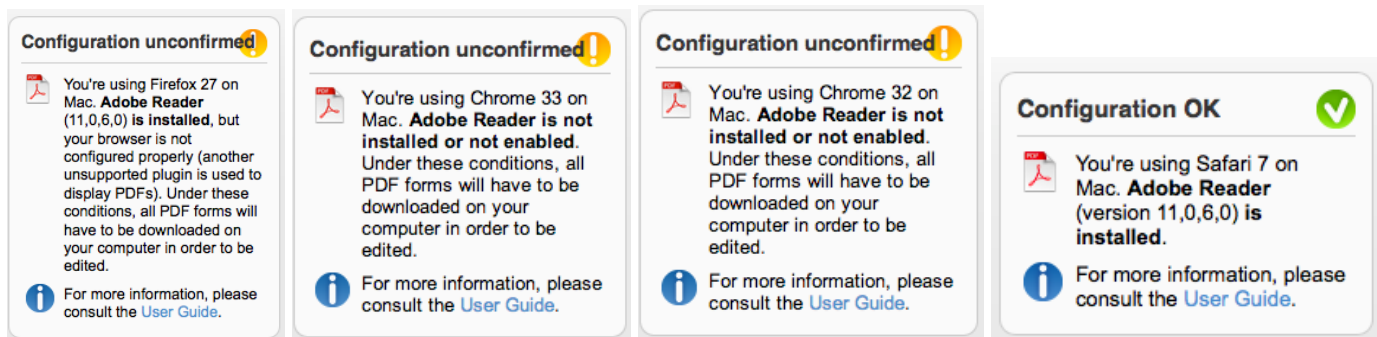
The latest Opera version will not display the pdf forms inside the browser. It will automatically download them in your download folder. You will need to open and work on them using the Adobe Reader or Adobe Pro application. When you are ready to click on the embedded Validate Form link or on the embedded Save and Close link, make sure your computer is connected to the internet, so that the information can be automatically validated or uploaded and saved to the Commission's servers.

On OS X

In OS X, the latest versions of Adobe software, Acrobat 10.1.x or XI and Reader 10.1.x or XI support viewing PDF files only inside the Safari browser. Other browsers, such as Firefox, Chrome and Opera, are not supported. We suggest you use Safari.

If Safari does not display pdf forms in the browser window, uninstall all older versions of Adobe Reader and [download](#) the most recent one. First close Safari and then install Reader. Launch Safari and you ought to be able to open the pdf files inside the Safari window. If you install Adobe Reader 10.1.x without first closing Safari, Safari will not display the pdf file inside its browser window until it is re-launched. For further help, please see <http://helpx.adobe.com/acrobat/kb/troubleshoot-safari-plug-acrobat-x.html>

These are the respective displays on the bottom left side of your wizard window for Firefox, Chrome, Opera and Safari



The PDF viewer browser plug-ins for Firefox, Chrome and Opera will not work because the form format is not supported by the plug-ins, and it will not display. These browsers will automatically download the form to your download folder and you will be able to complete it offline.

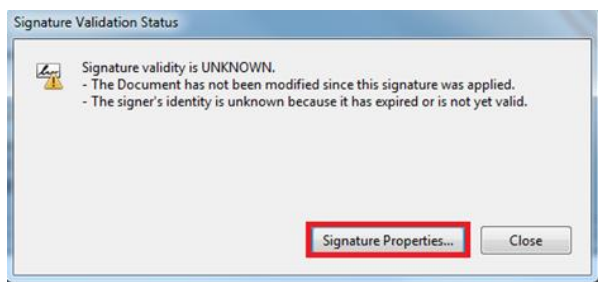
Troubleshooting Document Structure

After downloading the submitted proposal, you may receive a message such as: "The European Commission digital signature (eReceipt) of the submitted proposal is not validated."

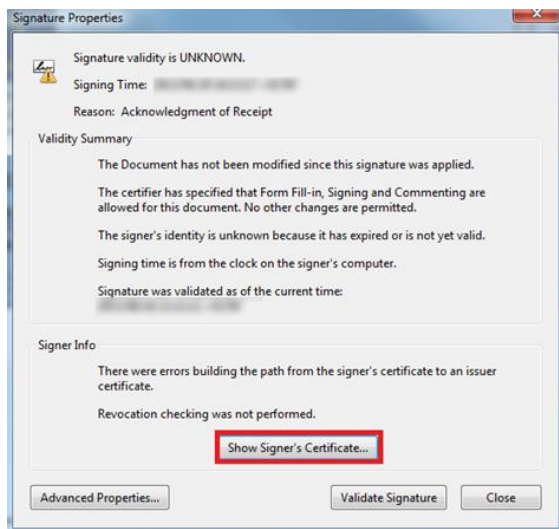
The following procedure is only applicable for Windows operating systems

After downloading the submitted proposal:

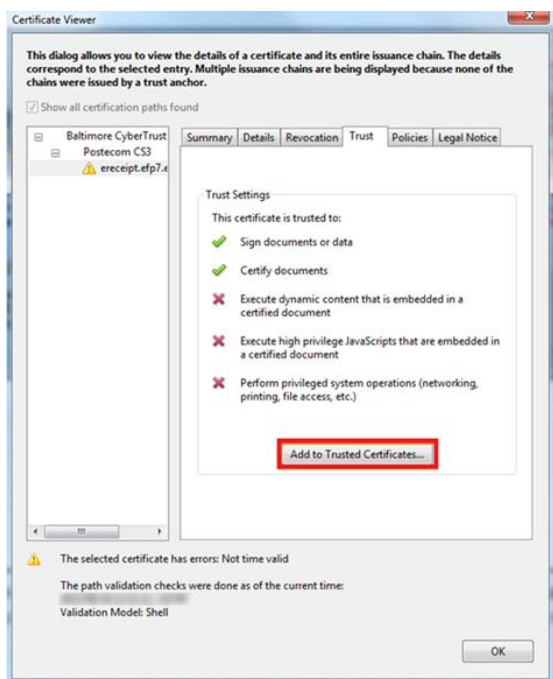
- Click once on the signature located at the table of contents page
- Click on 'Signature Properties...' in the Signature Validation Status window



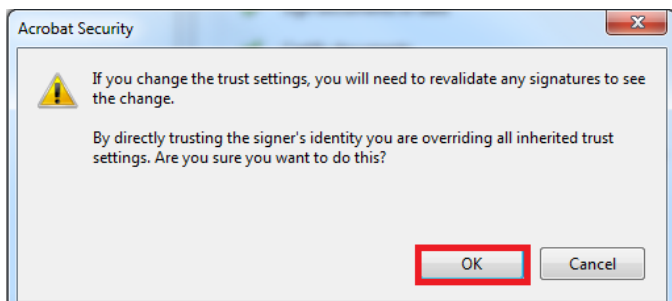
- In the Signature Properties window click on ' Show Signer's Certificate...'



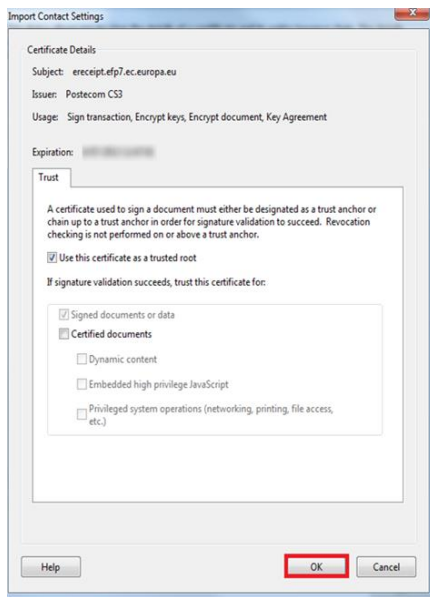
- Select 'Trust' tab and Click on 'Add to Trusted Identities' in the Certificate Viewer window



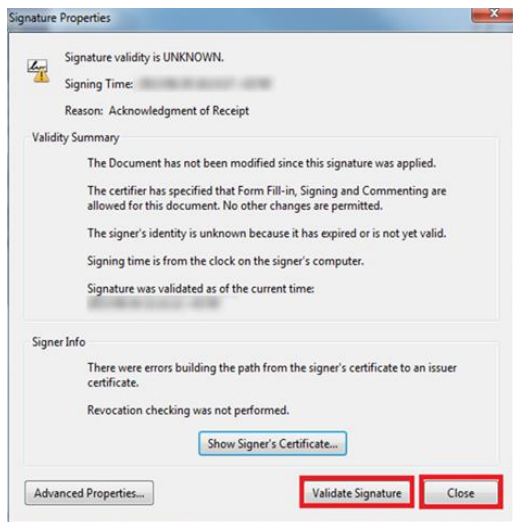
- Click on 'OK' to confirm in the Acrobat Security pop-up window



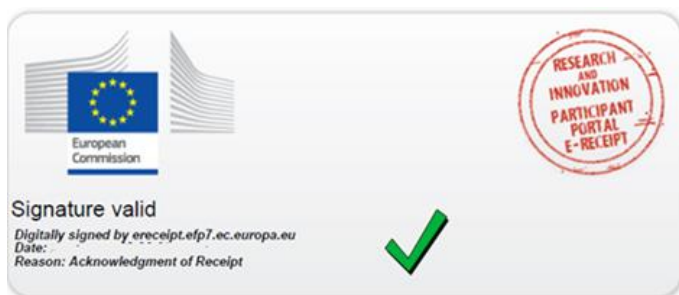
- The Import Contact Settings window should be displayed



- Tick off the 'Use this certificate as a trusted root' and click OK (note: ticking off 'Certified documents' is not required)
- In the Signature Properties window click first on 'Validate Signature' and then on 'Close'



- The Commission digital signature or eReceipt should be validated



APPENDIX B: ECAS REGISTRATION

To use the online Submission Service, you need to have a personal user account with the European Commission Authentication Service (ECAS).

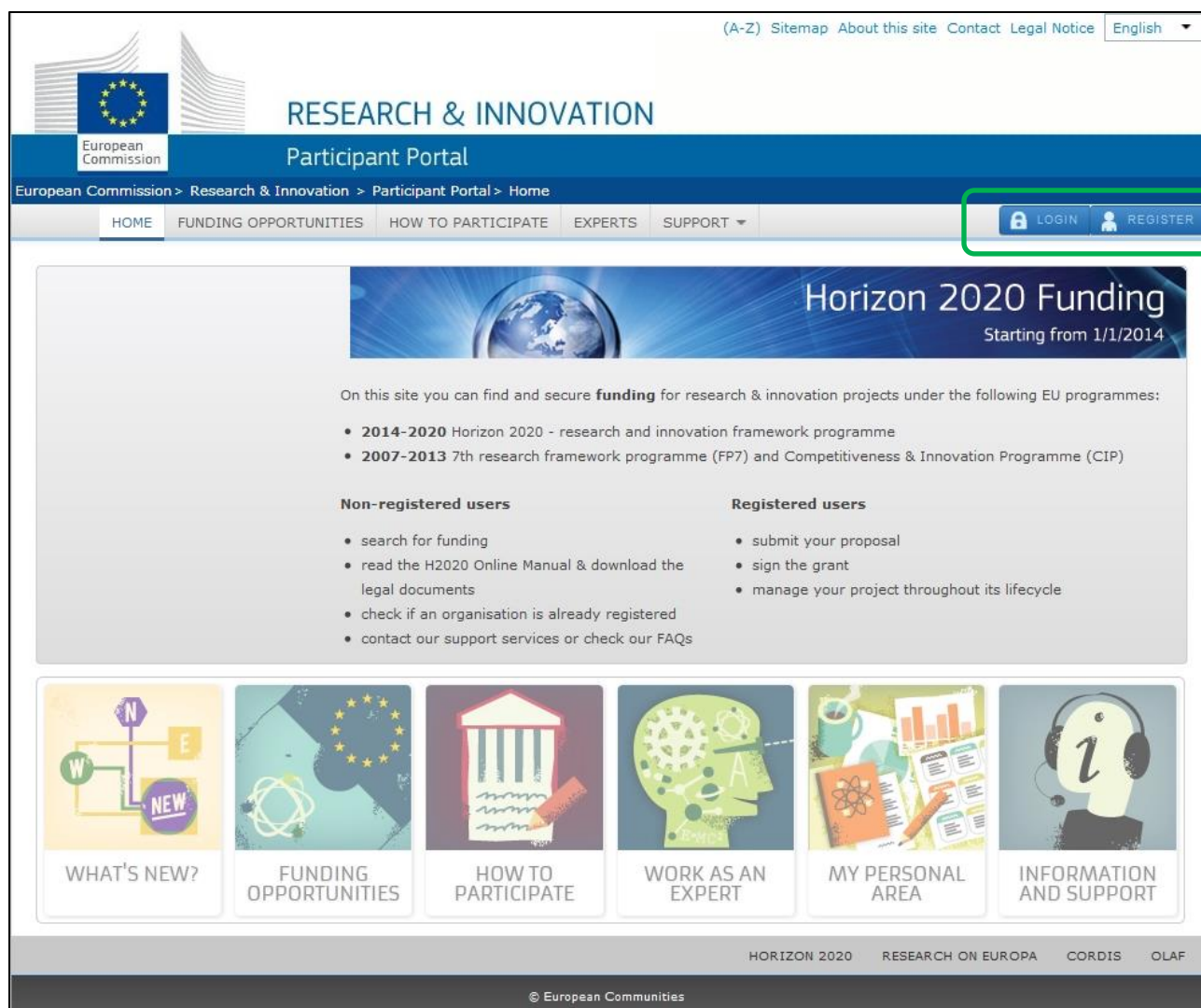
To register to ECAS, follow the instructions below.

Note: For additional information, see the [H2020 Online Manual](#).

ECAS registration steps:

1. Go to the Participant Portal:

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



2. Click .

3. The ECAS **Sign Up** screen will open:

Contact | Privacy Statement | English (en)

EUROPEA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? External [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language * English (en)

Enter the code *

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up

* Required fields


Last update: 05/12/2013 (3.6.2-m) | 7 ms | [Top](#)

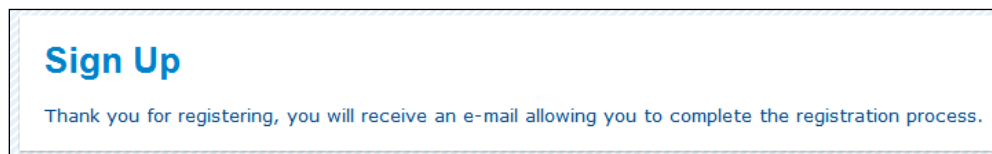
All fields in the registration form are mandatory.

4. Optionally, click the link **[Help for external users]** if you need additional instructions.
5. Choose a username and enter it in the **Choose a username** field.
6. Enter your **First name** and your **Last name**.
7. Enter your **E-mail**. When registration is complete, a confirmation email will be sent to this email address.
8. Enter your e-mail address again in the **Confirm e-mail** field. You will receive an error message and you will have to enter the email again if it does not match the e-mail address provided in Step 3.
9. Select the **E-mail language** that you want the European Commission to use for e-mail communication with you.
10. In the **Enter the code** field, enter the five characters shown in the blue box above the field. For security reasons, the characters are not displayed clearly and may not be copied from the blue box.

If you cannot read the characters in the blue box or if you enter them but you receive an error message, try the following:

- a. Click to reload a different character combination and enter it in the **Enter the code** field.
- b. Click to hear an audio recording of the characters. You will need to use your computer speakers or headphones – make sure you have turned the volume on to a comfortable volume level.

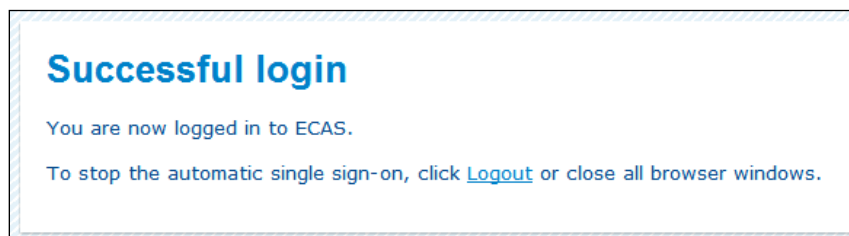
11. Click the [privacy statement](#) link under the **Enter the code** field and read it in the new window that opens. If you agree with it, close the privacy statement window and check the respective check box under the **Enter the code** field.
12. Click .
13. If you have not provided the required information in the fields, or you have entered a wrong code or an email address in an incorrect email format, the system will prompt you to go back and correct the errors before you can sign up.
14. On success, the ECAS system will display the following message to confirm that your account has been created:



15. The system will send you a confirmation email to the email address you provided in the sign-up form. Open the email and click on the activation link provided to activate your account. The link will expire after 90 minutes.

Note: Make sure to check your spam folder if you cannot find the confirmation email in your inbox.

16. The system will open another screen where you can enter the password for your account. Enter a valid password following the instructions on the screen.
17. The system will then confirm the creation of your account with the following message:



18. To log in with your new account, go back to the Participant Portal:

(<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>) and click  to enter the system.

APPENDIX C: CALLS WITH SPECIFIC CONTACT ROLES

Most calls use the standard **Main contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls may require more specific roles, such as Principal Investigator, Main Host Institution Contact, Researcher, Supervisor, Applicant, and so on. The call roles are specific to the call. Calls of this type are pre-configured accordingly, so that the proposal submission forms for them contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call.

The following visual example shows the Step 3 screen for the **H2020-MSCA-IF-2014** call:

Step 3
Create a Draft Proposal

H2020-MSCA-IF-2014

Ivan Terziev

MSCA-IF-2014-GF

MSCA-IF-GF

THU 11 September 2014 17:00:00 Brussels Local Time

112 days left until closure

Configuration OK

You're using Chrome 27 on Windows. **Adobe Reader** (version 11.0.5.0) is installed.

For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC: 949758914 Tohoku University 2-1-1 Katahira Sendai, JP

PIC: 949635433 SciAnt Research 23 Vienna Brussels, BE

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

☒ Researcher

☐ Supervisor

☐ Contact

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count:

Scientific Panel*

cancel

Version: 20140521-1429 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

IMPORTANT: Ensure that you have assigned the top-level role for the call for the Proposal Coordinator organisation before you submit your proposal. For example, if you create your initial proposal draft using another available role, you must then add an additional contact (or edit a current one) to assign the top-level role for that contact. For example:

Call: **ERC-2014**

- *Principal Investigator* (top-level and compulsory for the Proposal Coordinator organisation)
- *Main Host Institution Contact*
- *Contact person*

Call: **H2020-MSCA-IF-2014**

- *Researcher* (top-level and compulsory for the Proposal Coordinator organisation)
- *Supervisor*
- *Contact*

Note: For more information about roles in the system, see section Roles: Proposal Coordinator, Partner, Contact Person further in this document.

GLOSSARY

Term	Definition
Applicant	<p>Generic term for any person/organisation that prepares and/or submits a proposal. Two types of applicants can be discriminated:</p> <ul style="list-style-type: none"> • The proposal coordinator • The partner <p>The "Proposal Coordinator" role is allowed to register and to submit the proposal, while the 'Partner' role is only involved in the preparation of the proposal.</p> <p>Synonyms: Partner</p>
Beneficiary	<p>A beneficiary or "beneficiary of the European Union funds" refers to the legal entity that signs a grant agreement and/or procurement contract (i.e. the grant beneficiary and/or contractor) with an "entity managing EU funds". Depending on the management mode this entity may be the European Commission, a beneficiary country, an international organisation, or a Community or national agency. Subcontractors or suppliers as well as partners/consortia members of the beneficiaries are not concerned.</p> <p>(http://ec.europa.eu/europeaid/work/funding/beneficiaries_en.htm)</p> <p>Synonyms: participant</p> <p>Broader term: partner</p>
Beneficiary Register	<p>An electronic system that enables organisations to register their details once and then use this registration for one or more participations, thus eliminating the need to provide the same information for multiple proposal submissions. The Web interface of the Beneficiary Register is accessible from the Beneficiary Register page of the Participant Portal:</p> <p>http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html</p> <p>The Beneficiary Register also provides an organisation search tool where you can check if your organisation has already been registered as a participant.</p>
Call	<p>An invitation to third-parties to submit a proposal in order to get funding. Calls cover specific research areas and are always issued in the context of a Work Programme.</p> <p>All calls are announced in the EU's Official Journal and are published on the FP7 section of the CORDIS website.</p> <p>Call for proposals</p> <p>The European Commission publishes calls for proposals. It is an official invitation to submit a project proposal for a specific area of a framework programme by a specific date. Calls specify very clearly what is required in the Work Programme. Calls for proposals are officially published in the European Union Official Journal and on participant portal.</p> <p>1-stage calls</p> <p>For most calls, you submit a full proposal by the given deadline.</p> <p>2-stage calls</p> <p>Some calls have a 2-stage submission procedure, as follows:</p> <ul style="list-style-type: none"> ✓ Stage 1: You submit an outline proposal (standard maximum 15 pages, unless otherwise specified in the respective work programme, and on the proposal template in the submission system). This is evaluated against criteria set out in the call/topic. For continuously open calls, your stage-1 proposal will be evaluated as soon as it is received, and there will be a closure date for submitting your full proposal in stage 2. ✓ Stage 2: If your proposal passes stage 1, you will be invited to submit your full proposal within a given period. If required by the relevant work programme, at this stage you will also receive the stage-1 Evaluation summary report (ESR). ✓ Rejected proposals: If your proposal does not pass stage 1, you will be informed of this in writing, along with the evaluation summary report.

Term	Definition
Consortium agreement	The Consortium Agreement provides the legal basis for the internal relationship and responsibilities among the beneficiaries, and must be consistent with the provisions of the Grant Agreement. The Consortium Agreement is mandatory for all projects unless specifically excluded by the terms of the call for proposals. Such agreements do not affect the rights of the Commission/REA arising from the Grant Agreement and the corresponding obligations of the beneficiaries vis-à-vis the Commission/REA
Consortium	<p>A Consortium is a group of Participants, one of which is identified as the Proposal Coordinator in the proposal submission. The Consortium is represented to the Commission by a nominated Proposal Coordinator Contact, who is normally an employee of the Proposal Coordinator Organisation but who acts on behalf of all for most aspects of the project.</p> <p>In the context of a running project, the following constraints shall hold:</p> <ul style="list-style-type: none"> • There shall be exactly one Proposal Coordinator Contact within each Project Consortium. • The Coordinator Contact identified in the Project proposal shall be a person, nominated from within the Coordinator Organisation, to be recognised by the Commission as the primary point of contact between it and the Consortium. • Each Partner in the Consortium shall nominate a Partner Contact as its representative in the Project, who shall also be identified to the Commission. • LEARs in the Consortium may revoke the Partner Contact representing their organisation in the Project.
Deadline	For each particular call, this is the moment after which proposals cannot be submitted to the Commission. At this point the Submission system closes for the respective call. Deadlines are fixed and strictly enforced.
ECAS	The European Commission's Authentication Service - it is the system for logging in to a whole range of web sites and online services run by the European Commission. Once you use ECAS to log in to a Commission website, you will not need to identify yourself again for other Commission websites until you browser session expires.
Entry into force date	<p>It is the date when the grant agreement enters into force.</p> <p>In general, this is the date when the last party has signed the grant (it can be the coordinator or most commonly the Commission).</p>
ERC	European Research Council
Ethics issues	<p>Ethics issues are to be addressed by project proposals that involve the collection/experimentation with humans (including clinical trials), and/or human tissue, the collection or processing of personal data, human surveillance and intervention of any kind of experimentation with animals, genetic information, etc. Proposals that raise research ethics issues or those that do not address them adequately are usually identified by the scientific evaluation as needing additional attention by an Ethics Screening and/or Ethics Review Panel (ethics screening and ethics review are parts of the ethics review process). Ethics in H2020 is important throughout the project lifecycle, from the concept and the initial design until the dissemination of results.</p> <p>If there are ethics issues associated with or raised by a project, the applicants must describe how these will be dealt with in Annex I to Grant Agreement.</p>
Finalize GPF	<p>For the GPFs to be finalised and correctly sent to the Commission/REA, three forms have to be signed manually:</p> <ul style="list-style-type: none"> • One Form A2.5, 'Our Commitment,' per beneficiary has to be signed by the authorised representatives of the coordinator and each participant; • Form A2.6, 'Data Protection and Coordination Role,' has to be signed by the coordinator's authorised representative; • Form A4, 'Bank Account,' must bear the bank stamp and the signature of the bank representative (if the account is not already validated by the Commission/REA, which will be checked by the Project Officers) as well as the account holder's signature, with date. <p>The finalised GPFs are submitted to the Project Officer in one unbound copy on white paper with original signatures.</p>
Host Organisation	The target organization of a Marie Curie (MC) proposal, an institution where the work described in the

Term	Definition
	proposal will take place, and the organization that will be receiving funding associated with the proposal. (Also see: Fellow)
Indirect cost method ICM	It is the method for determining indirect costs (the so-called ICM). Please note that the choice of an ICM for a legal entity depends on its legal status and accounting methodology and it is usually valid for the entire duration of FP7. In FP7 all departments, faculties or institutes which are part of the same legal entity must use the same system of cost calculation (unless a special clause providing for derogation for a particular department/institute is included in the GA). The choice of the ICM should be carefully assessed. If a change of the ICM is required, it will have an effect only on future grants with the exception of the correction of mistakes, further details are given in the Amendments Guide. (ftp://ftp.cordis.europa.eu/pub/ftp7/docs/amendments-ga_en.pdf).
Legal Entity Appointed Representative LEAR	The LEAR is a person nominated in each legal entity participating in Research (H2020, FP7) programmes. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the Commission (see below), and distributes this number within his/her organisation.
Operator	Internal user responsible for the management of the application and of the operational call.
Panel Review	When there are insufficient funds to award grants to all proposals that achieve a qualifying score in the evaluation, a review panel will: <ul style="list-style-type: none"> ✓ review the scores and comments for all proposals within a call to check for consistency across the evaluations ✓ if necessary, propose a new set of marks or revise comments, and resolve cases where evaluators were unable to agree <p>The panel may comprise experts from consensus groups, new experts, or a combination of the two. There may be one panel covering the whole call or several panels covering different parts of the call. Each panel will be responsible for one or more ranked lists, as defined by the indicative budget and call conditions set out in the work programme.</p> <p>The panel will recommend a priority order for proposals with the same score, using the procedure given in the work programme.</p>
Part A	This is the part of a proposal deals with administrative data. It is completed using the web-based electronic Submission system.
Part B – Template download and submission	This is the part of a proposal that explains the work that must be carried out and the roles and aptitudes of the participants in the consortium. This part is uploaded to the electronic Submission system as a PDF file.
Part B template	The template documents are intended to provide you the topics that you will need to expand upon as part of the supplied by the Commission and are downloadable in step 4 of the Submission wizard. They are in RTF format consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B.
Participant	The Participant (short form of 'Participating Legal Entity') is a legal entity that has registered, or has a registration application pending, to participate in current or future proposals for research projects. A Participant must be validated (corporate) as a legal entity, uniquely identified within the Participant database by its Participant Identification Code (PIC). Participant registration is made through the Beneficiary Register on the Participant Portal and subject to a rigorous validation process that may last several weeks. Ideally, a LEAR is identified to be responsible for provision and maintenance of the Participant's legal and financial data. However, until a LEAR is identified and validated, this data may be maintained by the person who initially registered the organisation. Also named 'Proposal Project Participant' A "participant" is a legal entity taking part in an indirect action (i.e. a specific FP7 project undertaken by one or more participants) and having the rights and obligations defined by the

Term	Definition
	Grant Agreement entered into with the European Commission (on behalf of the European Union). [from the Guide to Intellectual Property Rules for FP7 projects v.3)]
Partner	<p>Individuals and legal entities such as companies, consortia, universities, university departments, etc. are allowed to submit proposals requesting financial support. The 'Partner' assists the Proposal Coordinator in preparing the proposal.</p> <p>To avoid the existing confusion, a difference is made between a Partner Contact and a Partner Organisation.</p> <p>The Partner Contact is either an individual or empowered individual of an organisation having the responsibility to assist the Proposal Coordinator in the submission of a proposal.</p> <p>The Partner Organisation is the organisation to which the Partner Contact belongs or is linked to, and/or that has given the Partner Contact the responsibility to assist in the preparation of a proposal.</p> <p>Any company, university, research centre, organisation or individual, legally established in any country, who participates in a collaborative project (known as an indirect action) provided that the minimum conditions laid down in the rules for participation in a research programme have been met, including any additional conditions laid down by specific programmes or individual work programmes. E.g., Beneficiary, 3rd party, researcher, principal investigator (for ERC projects)</p>
Participant Identification Code PIC	The Participant Identification Code (PIC) is a 9-digit unique identifier for every validated organisation. Participants will not have to submit their legal and financial information (and supporting documents) each time they submit a proposal or negotiate a grant agreement, but just their PIC.
Participant Portal PP	<p>The Research and Innovation Participant Portal is the single entry point for interaction with the research Directorates-General of the European Commission, it hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the submission and evaluation of proposals service.</p> <p>If you want to participate in a project proposal, your organisation needs to be registered with the Commission. Registration is available from the Participant Portal Beneficiary Register page where you can check if your organisation is already registered; if not, you can start the registration process on the same page and you will be redirected to the Beneficiary Register to complete the process. The same process applies for beneficiary registration data updates – you access your organisation from the Participant Portal My Organisations page and from there you can go to the Beneficiary Register to update your organisation data.</p> <p>If your proposal is successful, you will also need to know about the following (see the H2020 Online Manual available from the Participant Portal):</p> <ul style="list-style-type: none"> • the checks carried out on the information you provide on registering • appointing a representative (LEAR) • the checks that may be carried out on your organisation's financial viability
Project start date	<p>The relevant provisions of the Grant Agreement determine the start date of the project. This may be the first day of the month following the entry into force of the Grant Agreement, a specific fixed date as negotiated or a date to be notified by the coordinator within [x] months from entry into force of the Grant Agreement. Where the Consortium requires a specific fixed start date for the project that precedes the entry into force of the Grant Agreement, full details regarding the justification for the request should be given in writing to the Project Officer prior to the finalisation of Annex I to the Grant Agreement and of the GPFs. The Commission/REA may refuse this request if no sufficient and acceptable justification is provided.</p> <p>Costs can be incurred from the start date of the project but not before. Where the start date of the project precedes the entry into force of the Grant Agreement, future beneficiaries take the risk that the Grant Agreement might not be signed. In such a case, costs will not be reimbursed by the Commission/REA.</p>
Proposal	<p>A set of documents submitted by third-parties in response to a particular call, in an effort to get funded by the EC after evaluation.</p> <p>The main elements of a proposal are the administrative forms and the proposal text.</p> <p>Proposal is a proposed project.</p>

Term	Definition
	<p>Proposals are submitted following a call for proposals by consortium/partners with the goal to be selected and funded by the Commission.</p> <p>Proposal In order to get EC funding for a project, applicants have to write a complete and detailed proposal describing the objectives, planned activities and relevance with the corresponding Call's Activity(-ies). Proposals are individually evaluated by a team of independent experts. Only the very best project proposals will get funding.</p> <p>A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested"</p>
Proposal Coordinator	<p>Individuals and legal entities such as companies, consortia, universities, university departments, etc. are allowed to submit proposals requesting financial support. The 'Proposal Coordinator' leads the submission process of the proposal and is the only applicant recognised by the Commission. To avoid the existing confusion, a difference is made between a Proposal Coordinator Contact and a Proposal Coordinator Organisation.</p> <p>The Proposal Coordinator Contact is either an individual or empowered individual of an organisation having the responsibility to request financial support via the submission of a proposal.</p> <p>The Proposal Coordinator Organisation is the organisation to which the Proposal Coordinator Contact belongs or is linked to, and/or that has given the Proposal Coordinator Contact the responsibility to submit a proposal to request financial support.</p> <p>The coordinator is a specific role of a beneficiary. The coordinator is the main driver and responsible for the project and normally it is the one communicating directly with the Commission. The coordinator submits the periodic reports and requests for amendments. It is usually the beneficiary responsible for redistributing the funds among further beneficiaries participating in a common project.</p> <p>Also named 'Proposal Project Coordinator' Broader Term: Beneficiary, Partner</p>
Proposal ID	An identifier assigned to a proposal after it was submitted. Once a proposal is funded, its Proposal ID becomes its Project ID
REA	Research Executive Agency
Security aspect letter SAL	<p>Security Aspects Letter (SAL): "a set of special contractual conditions, issued by the contracting authority, which forms an integral part of a classified contract involving access to or generation of EU classified information, and that identifies the security requirements or those elements of the classified contract requiring security protection", as defined in section 27 of Commission Decision 2001/844/EC, ECSC, Euratom.</p> <p>In the case of a proposal involving classified information (background and/or foreground), a Security Aspect Letter (SAL) and its annexed Security Classification Guide (SCG) must be part of the proposal.</p>
Security classification guide SCG	<p>The SCG will cover:</p> <ul style="list-style-type: none"> – The level of classification of background and foreground; – Which participant will have access to what information; <p>In addition, the following documents will be requested:</p> <ul style="list-style-type: none"> – A copy of the Facility Security Clearances (FSC) (or the FSC requests). The validity of the FSC will be checked by the European Commission' Security Directorate through the appropriate formal channel with the National Security Authorities (NSAs) involved; – Formal written authorization by the relevant security authorities to use the classified background;
Security considerations	Security issues may be an important component of the research proposal evaluation procedure, especially in the FP7 Security Topic. All proposals received by the Commission/REA should clearly

Term	Definition
	<p>describe the security issues raised by the proposal, if any, and how they will be addressed in order to be in conformity with national, European and international regulations. For further references see Appendix 4 in negotiation guidelines.</p> <p>Synonym: security issues</p>
Security considerations flag	<p>A security-sensitive RTD action is an action that may need to handle classified information. A "security considerations" flag will be associated with a proposal:</p> <ul style="list-style-type: none"> • when the applicant declares a proposal as sensitive; • if the expert evaluators, the Commission, or members of the relevant "Programme Committee" (except for the Security Topic) detect or suspect any of the following conditions: <ul style="list-style-type: none"> – Classified information is, or may be, used as background information – Some foreground is planned to be classified <p>Whenever a "security considerations" flag is associated with a proposal, the circumstances of the planned work will be further scrutinised according to the procedures for security scrutiny.</p>
Security scrutiny	<p>Special procedures will apply to security-related research, due to the sensitive nature of the subjects addressed, and the particular capability gaps that need to be addressed to protect Europe's citizens. RTD actions will be classified if they are considered as sensitive.</p> <p>These procedures will apply to all RTD actions under the theme 'Security' in the Specific Programme 'Co-operation'. They apply to other themes if so specified in the relevant call.</p>
Special clause (SC)	A special clause is inserted in the Grant Agreement and is applicable where required.
Stage	<p>A sequence of a submission and an evaluation procedure.</p> <p>A call for proposals can follow a one-stage or two-stage procedure.</p> <p>For one-stage calls, proposals are directly evaluated after being submitted.</p> <p>For two-stage calls, the proposal coordinator submits a short proposal that is evaluated; successful proposals are invited to submit a full proposal. The number of stages in the procedure and the type of proposal that is to be expected for each stage are configurable items.</p>
Step	A round in the evaluation procedure. The evaluation of a proposal might be performed in one or two (or even more) steps. A first evaluation step may be based on a limited set of evaluation criteria, while another subsequent step may be based on the remaining evaluation criteria.
Submission	The formal act to submit a proposal to the Commission via a web based application. Proposals can be modified and submitted several times as long as the call has not been closed. After call closure the submission is prohibited and proposals are locked. Eligible proposals are thereafter made available to the evaluation system.
SEP IT System	The Participant Portal Proposal Submission and Evaluation System.
Types of Action	<p>Horizon 2020 calls can have different types of action (funding schemes).</p> <p>The type of action specifies:</p> <ul style="list-style-type: none"> ✓ the scope of what is funded ✓ the reimbursement rate ✓ specific evaluation criteria to qualify for funding <p>See the H2020 Online Manual for more information.</p>